

AGENDA  
 PARK RIDGE PUBLIC LIBRARY  
 20 S. Prospect Avenue, Park Ridge, IL 60068  
 Regular Meeting of the Board of Trustees held in the City Hall Council Chambers  
 505 Butler Place, Park Ridge, IL – Tuesday, May 21, 2019 at 7:00 p.m.

1. Call to Order and Roll Call
2. CONSENT AGENDA
  - \* All items listed with an asterisk are considered routine by the Library Board and will be enacted by one motion. There will be no discussion of those items unless a Board member so requests, in which event the item will be removed from the general order of business and considered in its normal sequence on the agenda.
- \*3. Approval of Minutes of Regular Meeting of April 16, 2019
4. Comments from the General Public (Non-agenda items)
5. Secretary's Report
  - A. Communications
  - B. **MOTION** approve opening/releasing the Closed/Executive Session minutes as discussed, for the following dates: 04/20/1982; 11/10/1994; 02/21/1995; 03/21/1995; 04/16/1996; and 05/21/1996
6. Treasurer's Report
  - \*A. Approval of Bills Payable-Warrant Register for:
 

<table style="width: 100%; border-collapse: collapse;"> <tr><td colspan="2">a. Period 12, April 16, 2019</td></tr> <tr><td>Library Fund Warrants</td><td style="text-align: right;">\$ 66,532.63</td></tr> <tr><td>Payroll</td><td style="text-align: right;">\$ 80,696.00</td></tr> <tr><td>Grant Fund</td><td style="text-align: right;">\$ 0.00</td></tr> <tr><td>Technology Replacement Fund</td><td style="text-align: right;">\$ 560.88</td></tr> <tr><td colspan="2"> </td></tr> <tr><td>North Suburban Digital Consortium</td><td style="text-align: right;">\$ 6,457.63</td></tr> <tr><td>Library Restricted Fund</td><td style="text-align: right;">\$ 0.00</td></tr> <tr><td>Total</td><td style="text-align: right; border-top: 1px solid black;">\$154,247.14</td></tr> </table>	a. Period 12, April 16, 2019		Library Fund Warrants	\$ 66,532.63	Payroll	\$ 80,696.00	Grant Fund	\$ 0.00	Technology Replacement Fund	\$ 560.88			North Suburban Digital Consortium	\$ 6,457.63	Library Restricted Fund	\$ 0.00	Total	\$154,247.14		<table style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="2">b. Period 12, April 30, 2019</td> </tr> <tr> <td>Library Fund Warrants</td> <td style="text-align: right;">\$ 45,718.86</td> </tr> <tr> <td>Payroll</td> <td style="text-align: right;">\$ 82,374.58</td> </tr> <tr> <td>Grant Fund</td> <td style="text-align: right;">\$0.00</td> </tr> <tr> <td>Technology Replacement Fund</td> <td style="text-align: right;">\$0.00</td> </tr> <tr> <td>North Suburban Digital Consortium</td> <td style="text-align: right;">\$ 577.98</td> </tr> <tr> <td>Library Restricted Fund</td> <td style="text-align: right;">\$ 300.00</td> </tr> <tr> <td>Total</td> <td style="text-align: right; border-top: 1px solid black;">\$128,971.42</td> </tr> </table>	b. Period 12, April 30, 2019		Library Fund Warrants	\$ 45,718.86	Payroll	\$ 82,374.58	Grant Fund	\$0.00	Technology Replacement Fund	\$0.00	North Suburban Digital Consortium	\$ 577.98	Library Restricted Fund	\$ 300.00	Total	\$128,971.42
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  - \*B. Per Capita Grant Report for April 2019
  - \*C. Technology Replacement Fund Summary Report for April 2019
  - \*D. Library Gift Fund Report for April 2019
    - a. Approval for payment from the Restricted Fund, \$0.00
  - E. Year to Date Budget Report for April 2019
    - a. **MOTION** to approve the *Year to Date Budget Report for April 2019*
  - \*F. Fines & Fees Revenue History
7. Library Director's Report
  - A. Statistical Reports – Monthly Statistics for April 2019
  - B. Narrative
8. Committee Reports
  - A. Planning & Operations
    - a. **MOTION** to approve a *Non-Resident Library Card Fee* of \$425.<sup>00</sup> effective July 1, 2019
    - b. **MOTION** to approve revised *Policy ID2, Loans of Books and Other Materials* to include the Non-Resident Library Card Fee of \$425.<sup>00</sup>, effective July 1, 2019
  - B. Communications & Development
  - C. Building & Grounds
    - a. **MOTION** to approve the purchase of catalog computer tables from LFI (*Library Furniture International*), 1945 Techny Road, #10, Northbrook, IL at a price a price not to exceed \$10,000.<sup>00</sup>
  - D. IGA/Intergovernmental Agreement Sub-Committee
9. Friends of the Library Report
10. Unfinished Business
11. New Business
  - a. Request volunteers for Nominating Committee for Board Officers (July elections)
12. Adjournment

THE PARK RIDGE PUBLIC LIBRARY will provide reasonable auxiliary aids or services necessary to afford an individual with a disability an equal opportunity to participate in all services, programs and facilities. Persons requiring assistance are requested to notify the Library of their needs well in advance to provide sufficient time for the Library to make an accommodation. Requests for accommodation should be made to the Administration Department at the Park Ridge Public Library, 20 S. Prospect, Park Ridge, IL 60068, 847-825-3123, TTY 847-825-8217.

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**MINUTES  
OF THE REGULAR MEETING OF THE BOARD OF TRUSTEES  
OF THE PARK RIDGE PUBLIC LIBRARY HELD  
IN THE CITY HALL COUNCIL CHAMBERS, 505 BUTLER PLACE, PARK RIDGE, IL  
TUESDAY, APRIL 16, 2019 AT 7:00 P.M.**

**CALL TO ORDER**

President Reardon called the meeting to order at 7:03 p.m.

**ROLL CALL**

**TRUSTEES PRESENT:** Michael Reardon, President; Charlene Foss-Eggemann, Vice-President; Gareth Kennedy, Secretary; Karen Burkum (*via phone*), Joshua Kiem, Patrick Lamb, Lauren Rapisand

**TRUSTEES ABSENT:** Joseph Egan, Treasurer; Stevan Dobrilovic

**OTHERS PRESENT:** Heidi Smith, Library Director; Jodi Bemis Whitney, Angela Berger, Jennifer Healy, Gretchen Kottkamp, John Priala, Anastasia Rachmaciej, Laura Scott, Library Staff; Alderman Charlie Melidosian, Library Liaison; Anne Lunde, Park Ridge Journal; Gerry & Sheryl Zwicky, Alex H., Bart S., Kevin C., Park Ridge residents

**APPROVAL OF REMOTE ATTENDANCE**

President Reardon stated Trustee Burkum is ill this evening and wishes to attend remotely; a motion is needed to formally approve attendance by trustees via remote means.

Secretary Kennedy made a

**MOTION:** to approve the attendance at this evening's meeting by Trustee Burkum via electronic means.

Vice President Foss-Eggemann SECONDED the motion.

Roll call vote:       6 Yay: Foss-Eggemann, Kennedy, Kiem, Lamb, Rapisand, Reardon  
                          1 not voting: Burkum  
                          2 Absent: Dobrilovic, Egan

MOTION PASSED

**CONSENT AGENDA**

The items covered by the Consent Agenda are marked by an asterisk on the agenda. There being no comments,

Trustee Lamb made a

**MOTION:** to approve the Consent Agenda

Secretary Kennedy SECONDED the motion

Roll call vote:       7 Yay: Burkum, Foss-Eggemann, Kennedy, Kiem, Lamb, Rapisand, Reardon  
                          2 Absent: Dobrilovic, Egan

MOTION PASSED UNANIMOUSLY

## **Presentation of 2019 Library Awards**

The Annual Library Award honors an individual who has performed extraordinary service to the Library. President Reardon announced he is honored to make the presentation of the 2019 Library Award to this year's recipients.

President Reardon introduced **Library Volunteer Gerry Zwicky**, and read from the nomination. In part it said, "*Gerry delivers homebound materials to patrons who can't make it into the Library. He recently demonstrated his commitment by delivering on January 30<sup>th</sup>, the day we hit record low temperatures (-25°F). He is an absolutely invaluable volunteer at the Library and also delivers meals to homebound seniors. Asked how volunteerism has affected his life, Gerry wrote, "I have found my volunteer duty to be very rewarding. I feel like I am doing my small part to see that seniors in my community are getting proper nutrition and staying just a little more connected"*. President Reardon thanked Mr. Zwicky for his service.

President Reardon introduced the second recipient of the 2019 Library Award, **Library Facility Manager John Priala**. President Reardon explained that Mr. Priala was nominated by eight of his fellow Library staff. In summary, Mr. Priala was nominated because, "*John goes above and beyond on a daily basis, keeping the Library clean, safe, and fully operational. During the recent renovation, John went above and beyond every day, accommodating the needs of staff and patrons in temporary and constantly changing configurations. John also found efficiencies for the Library throughout the project, identifying significant cost savings and more efficient strategies. Not only did he do all this, he did it with a smile, with reassurances to staff and patrons, and a calming presence."* President Reardon concluded by saying, "*thank you John, for your service and for looking forward to the upcoming capital projects you are already working on"*.

In recognition of the Board's appreciation, Mr. Zwicky and Mr. Priala were each presented with a crystal book paperweight, a commemorative pin, and their names are engraved on a commemorative plaque which hangs in the Library.

President Reardon announced that at this time the meeting would briefly recess for refreshments and invited everyone present to join in, adding that the meeting would reconvene shortly.

The meeting adjourned at 7:10 p.m.

The meeting reconvened and was brought to order at 7:26 p.m.

## **COMMENTS FROM THE GENERAL PUBLIC**

President Reardon solicited questions from the general public on non-agenda items. There were no comments.

## **SECRETARY'S REPORT**

Secretary Kennedy reviewed the following correspondence in the communications folder:

- A letter to the Board of Trustees from Gayle F., a former resident of Park Ridge who had to move a short distance (into Chicago) to be near family. She does all of her shopping in Park Ridge, belongs to the Park Ridge Senior Center, and to the Park Ridge Park District Health Club, and traveling to even the nearest Chicago Library is too difficult. She stated she was devastated to be told she could no longer have a Park Ridge Library card and asked the Board if it would allow her to continue to be a member of the Park Ridge Public Library.
- A comment form from Peter D., suggesting it "would be nice to be able to rent cameras from the Exploration Library (at the Park Ridge Public Library) like Niles Library has". Director Smith stated she has emailed this patron to explain that she has passed his suggestion along to the staff committee that is working on the maker space to determine the procedure of how the cameras and such will be lent out.

- A comment form from Mary Ann L. asking if there might be a possibility of the Park Ridge Library joining with the Chicago Public Library system. She stated she lived in Park Ridge for 30 years and used the Library frequently with her four children. She stated she has recently downsized to a home in Edison Park and she “misses the richness of the Park Ridge Library system. Let me know if this can be brought up and considered at a Board meeting”. Secretary Kennedy stated that this might be something the Trustees can discuss at a Committee meeting.
- A comment form from J. Wagoner stating the “second floor lobby is bland and needs a coffee table, arm chairs, magazine rack” And suggested a “poster on door leading to first floor from second and posters on wall behind checkout – maybe a movie poster?”
- An email comment form from Judy H. to the Library, stating she recently “noticed in a news brief in the April 11, 2019 edition of the *Park Ridge Herald Advocate* the performance “American Folk song” on to take place on April 14. She asked “why this was not listed in the ‘What to Do Community Calendar’ of today’s *Herald Advocate*, like the other libraries’ events?” She added that “it bothers me that Park Ridge (Library) charges \$5.00 for non-residents. I am a resident of Park Ridge for over 40 years and I find that other libraries such as Morton Grove are much more gracious and welcome nonresidents. Also, Morton Grove has great programming and concerts and is very friendly – and doesn’t charge me as a nonresident. It would be great if Park Ridge had similar programming and be more community friendly. I realize that the Park Ridge Library has been going through a transition, hopefully it will be better but for now I prefer other neighboring libraries”.
- A comment form from Dawn G., in regard to the Library’s Eugene Kupjack miniature room display titled, “Early American Parlor”. She said she loves these rooms at the Art Institute in Chicago, and is glad the Park Ridge Public Library has one. However, closer examination revealed to her that the tiny doll in the cradle is a very stereotypical depiction of a black slave. She asked if the Library could have an artist or curator add a sign to address this display or to change the display. Director Smith explained that she spoke with the patron and she informed her that staff is working on providing additional context to the signage near the Library mural and will add this display to be addressed as well.
- A comment form from Mike P. stating he used to meet people in the second floor lobby area to converse and discuss things, but “no equivalent space exists in the new Library. I miss that space for casual meetings”.
- A comment form from Judith K., stating she misses the sofas and chairs that used to be in the second floor lobby, where she could take a phone call. She recently had to take a phone call while in the Library and found herself sitting in the stairwell to the third floor. She stated she hopes “future plans include a space where patrons may sit to quietly take calls”.
- A note from an anonymous person stating their dissatisfaction with how the new computers are set up: “...packed in elbow to elbow, like sardines in a can (but) in the new small room there are only two computer stations; you removed the work table between the two copiers – why does the fax have to be between the copiers?” Secretary Kennedy noted that this is the same as comments read at last month’s Board meeting. Director Smith stated that staff have reduced the number of computers at the tables, but they found it didn’t alleviate the issues patrons and staff have reported with a lack of personal space at the stations. Staff are researching further ideas for reconfiguring the computers, with the possibility of additional furniture, in order to provide more space per person and a more comfortable experience for patrons.
- A comment form from an anonymous person asking “what happened to the shelf for books and purses in the first floor women’s washroom?” They added, “a few coat hooks would be appreciated too”. Mr. Priala stated that the coat hooks have already been installed and the shelves will be soon.
- A note card from an anonymous person thanking Alex in Reference Services (*CVI Tech Assistant*) for her assistance in “attempting to translate Easter greeting cards from a Polish language dictionary proved frustrating. Alex was able to translate directly from those cards. What a relief! Thank you.”
- A comment form from an anonymous person stating, “Great, wonderful Library!! Thanks! I would love to be able to pick up from the Circulation desk a diagram of where to find items in the Library, please”.
- A comment form from Albert Z. of Wilmette, that Lisa and Stacie did an amazingly good job at this morning’s 10:15 am storytime”.

- A comment form from Liz G., asking that a coat rack be added in the Children's department, "it is a real mess with coats all over the chairs". Director Smith stated that the coat rack has already been added to the Children's Department and it looks really nice.
- A card from Bill H. expressing a "special thanks to the librarians who helped two WWII brothers with tax forms on Tuesday afternoon, April 9."

Mr. Kennedy directed the Trustees to the sealed envelope at their seats containing closed meeting minutes to be reviewed. He explained there is a motion on the agenda to allow the Trustees to remove the closed minutes from the Library to review, adding that a formal vote is necessary per IOMA. Mr. Kennedy added that the closed minutes are from meetings in the 1980's and 1990's and he still has to review the closed sessions from the 2000's.

Trustee Kiem made a motion to

**MOTION:** to allow copies of closed meeting minutes to be removed from the Library by Trustees for their review.

Trustee Rapisand SECONDED the motion

Roll call vote: 7 Yay: Burkum, Egan, Foss-Eggemann, Kiem, Kennedy, Rapisand, Reardon  
2 Absent: Dobrilovic, Lamb

MOTION PASSED UNANIMOUSLY

#### **TREASURER'S REPORT**

Ms. Berger reviewed the Year to Date Budget Report on page 39 of the packet. As of March 31, 2019 with 92% of the fiscal year completed, the Library has expended 78% of the Operating Budget and 90% of the total Capital Budget, and overall the Library has expended 82% of the total budget. She noted that the CVI (Computer View, Inc.) contract is pre-paid through May, 2019. There being no further comments,

Trustee Kiem made a

**MOTION:** to approve the *Year to Date Budget Report* for March, 2019

Trustee Lamb SECONDED the motion.

Roll call vote: 7 Yay: Burkum, Egan, Foss-Eggemann, Kiem, Kennedy, Rapisand, Reardon  
2 Absent: Dobrilovic, Lamb

MOTION PASSED UNANIMOUSLY

#### **LIBRARY DIRECTOR'S REPORT**

Director Smith reviewed the statistical reports on page 45, noting that as of the end of March the door counter was again functioning and is being tested this month in addition to staff conducting the table-use study as discussed in committee. The renovation project obviously impacted the year's statistics for visits to the Library. March was the first full month offering full programming and so a marked increase will be seen in the months to come. President Reardon requested that an asterisk be added to the statistical charts for the months impacted by the renovation project so that future Boards will be made aware of the anomaly in the statistics.

Director Smith noted that on page 47 the computer use statistics indicate computer use is increasing post-renovation. She explained that after receiving multiple complaints about the new computer configuration, and noticing that not all of the 16 computers were always in use, 4 computers were removed to give users more personal space. Subsequently staff have noticed that it is still difficult to offer one-on-one assistance at the computer stations, and patrons are still commenting that they feel

there isn't sufficient space. Staff are reviewing furniture solutions and are going to observe hourly usage to analyze options for increasing accessibility and patron's comfort.

Director Smith explained that Wi-Fi statistics have been unavailable since January 2019. The new Wi-Fi hotspots will have the capability of reporting on use without users having to respond to a permission page. The Wi-Fi hotspots and switch replacement project were bid out through the eRate system; the Library will qualify for 50% discount subsidized through a Federal program.

Director Smith highlighted a statistic on page 49 relevant to Mr. Zwicky's volunteer work at the Library. In March there were 25 homebound patrons served – items were delivered to them at home to keep them entertained, connected and informed. She invited anyone who knows someone who is homebound who would still like to use Library materials physically rather than in e-form, to please contact the Library and staff will set them up with homebound delivery, which is a wonderful service.

Director Smith reviewed her written report, and stated that two new checkout terminals have been set up in their permanent locations in the second floor lobby and one in the first floor lobby. Mr. Priala, Ms. Rachmaciej, and Ed Tidd of Administration worked together to move them and set them up. Ms. Rachmaciej and staff are first going to conduct beta testing on the checkout terminal that is in the first floor lobby prior to going "live" for patron use.

Director Smith reported that the Maker Space staff committee is prepping for a Fall, 2019 grand opening of the Maker Space Lab; they are formulating a patron survey to launch in June.

Director Smith announced that the Marion's Mark Little Free Libraries are closer to fruition: the Park Ridge Park District is partnering with Marion's Mark to provide five (5) Little Free Libraries in residential areas.

Director Smith directed the Trustees to the Policy Manual at each of their seats, and explained that she had spoken with President Reardon and he suggested the Trustees review the policies and send any changes they would like reviewed in Committee to Director Smith by May 1.

## **COMMITTEE REPORTS**

### **Planning & Operations**

Trustee Kiem stated there was no Committee meeting, however there is a contract for IT services up for approval. The Library's purchasing limitation specifies two years. Director Smith stated it might be beneficial to discuss a two year contract with optional year three pricing, which will allow the Library to consider the possibility of joining in with the City with their IT provider. There was considerable discussion of the matter.

It is the consensus of the Board that Director Smith move forward with drafting an RFP for IT Services.

The Board discussed the matter of the quote from CVI (Computer View, Inc.), the Library's IT provider, to configure 71 new PCs and to reconfigure 17 existing PCs. President Reardon asked for the names of the companies who provided the other two quotes, in order to verify that three quotes were sought, as per the Library's purchasing policy. There was discussion regarding the details of what three quotes were obtained by Director Smith, per the Library's purchasing policy.

On behalf of the Committee, Trustee Kiem made a

**MOTION:** to approve the quote from Computer View Inc. (CVI), 2034 S. Arlington Heights Road, Suite 121, Arlington Heights, IL to configure 71 new PCs and reconfigure 17 existing PCs, at a cost of \$28,600.00

President Reardon made a

**MOTION:** to **amend** the motion to make the acceptance of the quote from Computer View Inc. (CVI), 2034 S. Arlington Heights Road, Suite 121, Arlington Heights, IL to configure 71 new PCs and reconfigure 17 existing PCs, at a cost of \$28,600.00 **contingent upon the** verification that three (3) quotes were received for this purchase to satisfy the Library's purchasing policy.

Trustee Rapisand SECONDED the motion.

Roll call vote: 6 Yay: Burkum, Egan, Foss-Eggemann, Kennedy, Rapisand, Reardon  
1 Nay: Kiem  
2 Absent: Dobrilovic, Lamb

MOTION PASSED

President Reardon made a

**MOTION:** to approve the amended motion as stated.

Trustee Rapisand SECONDED the motion.

Roll call vote: 7 Yay: Burkum, Egan, Foss-Eggemann, Kiem, Kennedy, Rapisand, Reardon  
2 Absent: Dobrilovic, Lamb

MOTION PASSED UNANIMOUSLY

Trustee Kiem stated that the next items on the agenda are the pending initiatives list and the annual Board calendar and he is satisfied that the Board is moving forward on all the issues.

### **Communications & Development**

Trustee Rapisand reported that she knows that Director Smith and the Library Marketing Coordinator are drafting questions for the *Our Home Town* initiative and assuring the Library isn't duplicating the City's actions. Director Smith stated that she has the first community meeting scheduled for next week as well as a small staff run-through next week.

In regard to Sponsorship Opportunities and Donor Recognition discussion, Trustee Rapisand is aware that staff has been discussing various options in this regard. Director Smith stated she would like to move forward with some of the recommended opportunities listed in the memo on page 72 of the packet. She noted that Policy I8A, #3 under "Acknowledgement" is vague regarding public recognition, and she sought the Board's direction on moving forward with how to recognize those gifts. She also stated that additionally, she is seeking Board guidance since the staff is finding there are some furniture needs that weren't covered under the scope of work and asked whether the Board would support her using gift funds to resolve those initiatives; she can present proposals to them as a separate project.

President Reardon stated that in regard to the gift recognition, he would be amenable for Director Smith to make those decisions herself, or in consultation with the Committee chairs – he doesn't feel she should have to bring it to the whole Board. He added that it's his opinion that it's part of her job scope and she doesn't need approval for that. His only concern is that the donors are aware of any plaque being erected with their name since the policy says that "public recognition of significant gifts will be made in consultation with the donor".

In regard to the furniture needs, President Reardon and Trustee Lamb stated that whatever needs there are, she doesn't need to get their permission to fulfill the needs of staff. He would like to see a proposal as to how she wants to meet them, but ultimately she should just request what she needs.

Trustee Lamb shared suggestions about soliciting donations from someone's will or trust and a commemorative gift wall display.

### **Resources Committee**

No meeting.

### **Building & Grounds:**

Trustee Lamb stated that he distributed notes on his April 2<sup>nd</sup> meeting with Director Smith where they reviewed the punch list. Director Smith reviewed the notes for the Board. She stated the Board's biggest concern was if the project has to be closed out this fiscal year, and Director Smith spoke with the City Finance Director who said the Library has a couple months when the spending can be applied to the previous (i.e., this) fiscal year.

Director Smith reviewed the "work to do" list on page 77 of the packet, and Mr. Giometti suggested the Library create a written counter-proposal for Change Orders (COR) #29 and #37A.

Director Smith added that un-numbered #49 is regarding the elevator laminate, and she has requested they provide a credit proposal or a different product. COR 47 was rejected and approved COR 48 film on windows. COR 49 has been approved and completed. Magnetic hold-open for a 3<sup>rd</sup> floor door was excluded from the scope of work but both she and Mr. Priala feel it is necessary from a safety perspective since how that corridor is used; CSI (Construction Solutions of Illinois, Inc.) has asked that the Library engage the Library's fire alarm company to conduct that work.

As part of the final occupancy, the City Fire Inspectors instructed that some of the lighting sensors be removed, so this additional work would incur an additional cost and so CSI is drafting a Change Order for that.

Director Smith concluded by saying that the Library is currently at \$63,106.50 with a budget of \$5,000 for allowance spending.

Director Smith added that the quartz has been installed on the fireplace but there is an issue with unattractive joints that they are working on options on how to mitigate. She added that in regard to the tile removal in the second floor washrooms: workers removed the tile from two of the walls and they tiled over two of the walls, which Mr. Giometti approved and the tile looks really nice. Director Smith stated she really appreciates their quick turn-around on the work (the initial work was rejected due to workmanship quality).

Director Smith reviewed other items discussed with Mr. Giometti of Studio GC Architecture; SGC deployed the electrical engineer to re-punch the electrical and over the next few weeks Mr. Giometti is going to look again at mechanical and finishes; anything unaddressed or missed will be communicated to them by Director Smith. She has been told that the punch list is supposed to be completed by the end of April and the fire doors installed by the end of May. When Director Smith contacted CP&D for a work-permit extension, she had them make the total completion date in mid-June.

### **Budget & Finance**

No meeting.

### **Personnel**

Vice President Foss-Eggemann reported that a stand-alone Personnel Committee meeting was held with the purpose of meeting with Director Smith to discuss her evaluation and salary increase. One motion came out of Committee; there being no further discussion,

On behalf of the Committee, Vice President Foss-Eggemann made a

**MOTION** to approve a salary increase to \$115,000 and a bonus of \$1,000 for Director Smith effective May 1, 2019

President Reardon stated he would like to amend the wording of the motion for clarity. He agrees with the substance, but would like to insert additional language.

President Reardon made a

**MOTION** to **amend** the motion to read “to increase Director Smith’s salary from \$110,000 to \$115,000 effective May 1, 2019, and to award Director Smith a one-time bonus of \$1,000 to be paid as soon as reasonably practicable after May 1, 2019.”

Vice President Foss-Eggemann SECONDED the motion.

Roll call vote: 7 Yay: Burkum, Egan, Foss-Eggemann, Kiem, Kennedy, Rapisand, Reardon  
2 Absent: Dobrilovic, Lamb

MOTION PASSED UNANIMOUSLY

Vice President Foss-Eggemann made a

**MOTION** to approve the motion as amended.

Trustee Lamb SECONDED the motion.

Roll call vote: 7 Yay: Burkum, Egan, Foss-Eggemann, Kiem, Kennedy, Rapisand, Reardon  
2 Absent: Dobrilovic, Lamb

MOTION PASSED UNANIMOUSLY

Vice President Foss-Eggemann stated that she met with Director Smith to discuss the process of the staff’s evaluation process, and Director Smith has the full support of the Board and has made all the increases and bonuses within the \$60,000 that the Board had approved.

**IGA – Intergovernmental Agreement**

President Reardon asked Alderman Melidosian if he could provide the Board with a brief update on the IGA (Intergovernmental Agreement) (or “Memorandum of Understanding”). Alderman Melidosian stated he had committed to submitting a draft IGA to the Library Board and then on to the City Council prior to the end of Alderman Melidosian’s current term May 6, at which point the City Council will draft it into a Council Policy Statement (CPS) instead of a formal contract. President Reardon thanked Alderman Melidosian for his assistance.

**FRIENDS OF THE LIBRARY**

Director Smith announced that the Friends’ new “Book Nook” on the second floor adjacent to the new Quiet Room has proved to be very popular. Also, Mr. Priala has been getting them set up in their new sorting area, and they are very excited that the book sale is upcoming.

The book sale will take place from 4:00 to 7:00 p.m. on Friday, May 3 for Friends of the Park Ridge Library members only; from 9:00 a.m. to 3:00 p.m. on Saturday, May 4 for all who wish to attend; and from Noon to 2:00 p.m. on Sunday, May 5, when all items are half-price.

**NEW BUSINESS**

Nothing to report.

**UNFINISHED BUSINESS**

None.

**ADJOURNMENT**

Vice President Foss-Eggemann MOVED to adjourn the Board meeting.

Trustee Burkum SECONDED the motion.

Voice vote

MOTION CARRIED UNANIMOUSLY

The meeting adjourned at 8:50 p.m.

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Gareth Kennedy, Secretary

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04/17/2019 13:19 |CITY OF PARK RIDGE  
 etidd |PAID WARRANT REPORT

|P 1  
 |appdwarr

WARRANT: L041619

TO FISCAL 2019/12 05/01/2018 TO 04/30/2019

VENDOR NAME

DOCUMENT	INV DATE	VOUCHER	PO	CHECK NO	T	CHK DATE	GL ACCOUNT	GL ACCOUNT DESCRIPTION	
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6095 ABC COMMERCIAL									
110424	04/05/19	166618		200067	P	04/17/19	2015012 932103	BLDG MNT CNTR-GENL MAINT	2,040.00
INVOICE: 20190331									
VENDOR TOTALS		20,940.00 YTD INVOICED				22,830.00 YTD PAID			2,040.00
1119 ACE HARDWARE #152 CORP									
110487	04/05/19	166680		200068	P	04/17/19	2015012 952100	BUILDING SUPPLIES	86.31
INVOICE: 0079333									
VENDOR TOTALS		7,564.82 YTD INVOICED				7,717.17 YTD PAID			86.31
1136 ADVOCATE OCCUPATIONAL HEALTH NILES									
110425	04/05/19	166619		200069	P	04/17/19	2015011 933100	LIB RECRUIT & TESTING	168.00
INVOICE: 726406									
VENDOR TOTALS		11,561.20 YTD INVOICED				11,903.20 YTD PAID			168.00
5354 AMAZON COM CREDIT SERVICES									
110426	04/05/19	166620		200070	P	04/17/19	2015017 954013	LIB RSRCS-YA GAMES	-49.88
INVOICE: 0003474CM03C8M									
110427	04/05/19	166621		200070	P	04/17/19	2015014 954001	LIB RSRCS--ADULT BOOKS	30.39
INVOICE: 678436474449									
110428	04/05/19	166622		200071	P	04/17/19	2015017 954001	LIB RSRCS--ADULT BOOKS	53.98
INVOICE: 599888476894									
110429	04/05/19	166623		200070	P	04/17/19	2015017 954001	LIB RSRCS--ADULT BOOKS	19.28
INVOICE: 673344777379									
110430	04/05/19	166624		200071	P	04/17/19	2015015 954010	LIB RSRCS-CD ROM	55.82
INVOICE: 875389577854									
110431	04/05/19	166625		200071	P	04/17/19	2015015 938506	GNL CNTRL SVC/PROGRAM	54.88
INVOICE: 448678459369									
110432	04/05/19	166626		200071	P	04/17/19	2015012 952100	BUILDING SUPPLIES	82.56
INVOICE: 668676676957									
110433	04/05/19	166627		200071	P	04/17/19	2015012 952100	BUILDING SUPPLIES	63.24
INVOICE: 455398964987									
110434	04/05/19	166628		200071	P	04/17/19	2015012 952100	BUILDING SUPPLIES	47.98
INVOICE: 435736468876									
110435	04/05/19	166629		200071	P	04/17/19	2015012 952100	BUILDING SUPPLIES	76.63
INVOICE: 949938397768									
110436	04/05/19	166630		200072	P	04/17/19	2015012 952100	BUILDING SUPPLIES	331.42
INVOICE: 457756968443									
110437	04/05/19	166631		200071	P	04/17/19	2015012 932103	BLDG MNT CNTR-GENL MAINT	53.08
INVOICE: 656733374973									
110438	04/05/19	166632		200071	P	04/17/19	2015012 952100	BUILDING SUPPLIES	224.32
INVOICE: 464335668979									
110439	04/05/19	166633		200070	P	04/17/19	2015012 932103	BLDG MNT CNTR-GENL MAINT	29.99
INVOICE: 669564864847									
110440	04/05/19	166634		200071	P	04/17/19	2015012 932103	BLDG MNT CNTR-GENL MAINT	59.86
INVOICE: 473586778384									
110441	04/05/19	166635		200071	P	04/17/19	2015012 932103	BLDG MNT CNTR-GENL MAINT	72.26
INVOICE: 464678557389									

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	110442	04/05/19	166636		200072	P	04/17/19	2015012 932103	BLDG MNT CNTR-GENL MAINT	349.72
	INVOICE:	458486483467								
	110443	04/05/19	166637		200071	P	04/17/19	2015012 932103	BLDG MNT CNTR-GENL MAINT	134.56
	INVOICE:	484565996978								
	110444	04/05/19	166638		200071	P	04/17/19	2015012 932103	BLDG MNT CNTR-GENL MAINT	112.16
	INVOICE:	459876949783								
	110445	04/05/19	166639		200070	P	04/17/19	2015015 951100	LIBRARY SUPPLIES	19.99
	INVOICE:	779688489544								
	110446	04/05/19	166640		200070	P	04/17/19	2015015 951100	LIBRARY SUPPLIES	-13.56
	INVOICE:	446538864975								
	110447	04/05/19	166641		200071	P	04/17/19	2015015 938506	GNL CNTRL SVC/PROGRAM	53.09
	INVOICE:	435748367484								
	110448	04/05/19	166642		200071	P	04/17/19	2015015 951100	LIBRARY SUPPLIES	69.33
	INVOICE:	865856975575								
	110449	04/05/19	166643		200070	P	04/17/19	2015015 954008	LIB RSRCS-MISCELLANEOUS	21.99
	INVOICE:	455476596664								
	110450	04/05/19	166644		200070	P	04/17/19	2015016 951100	LIBRARY SUPPLIES	24.99
	INVOICE:	448543697958								
	110451	04/05/19	166645		200070	P	04/17/19	2015016 951100	LIBRARY SUPPLIES	34.47
	INVOICE:	468459966479								
	110452	04/05/19	166646		200070	P	04/17/19	2015016 951100	LIBRARY SUPPLIES	15.58
	INVOICE:	843438865595								
	110453	04/05/19	166647		200071	P	04/17/19	2015016 951100	LIBRARY SUPPLIES	88.27
	INVOICE:	578685945593								
	110454	04/05/19	166648		200071	P	04/17/19	2015017 938507	GNL CNTRL SVC/YA PROGRAMS	100.00
	INVOICE:	437833697973								
	110455	04/05/19	166649		200071	P	04/17/19	2015011 951002	OFF SPLS--OTHER SUPPLIES	39.10
	INVOICE:	758886735944								
	110456	04/05/19	166650		200070	P	04/17/19	2015011 951002	OFF SPLS--OTHER SUPPLIES	20.80
	INVOICE:	957478994789								
	110458	04/05/19	166652		200072	P	04/17/19	2015015 954010	LIB RSRCS-CD ROM	238.39
	INVOICE:	834398935547								
	110459	04/05/19	166653		200071	P	04/17/19	2015015 954010	LIB RSRCS-CD ROM	62.98
	INVOICE:	455547344975								
	110460	04/05/19	166654		200070	P	04/17/19	2015015 954010	LIB RSRCS-CD ROM	36.00
	INVOICE:	498734363474								
	110461	04/05/19	166655		200070	P	04/17/19	2015015 954002	LIB RSRCS-CHILDREN BOOKS	7.99
	INVOICE:	596578939536								
	110462	04/05/19	166656		200070	P	04/17/19	2015015 954002	LIB RSRCS-CHILDREN BOOKS	32.26
	INVOICE:	455998657744								
	110463	04/05/19	166657		200070	P	04/17/19	2015017 954010	LIB RSRCS-CD ROM	12.90
	INVOICE:	749875658957								
	110656	04/12/19	166848		200070	P	04/17/19	2015017 954010	LIB RSRCS-CD ROM	10.76
	INVOICE:	444859396868								
	110657	04/12/19	166849		200070	P	04/17/19	2015016 951100	LIBRARY SUPPLIES	22.69
	INVOICE:	673895596465								
	110658	04/12/19	166850		200070	P	04/17/19	2015016 951100	LIBRARY SUPPLIES	14.97
	INVOICE:	469885467794								
	110659	04/12/19	166851		200070	P	04/17/19	2015016 951100	LIBRARY SUPPLIES	11.97
	INVOICE:	467853396884								
	110660	04/12/19	166852		200071	P	04/17/19	2015011 951002	OFF SPLS--OTHER SUPPLIES	52.00

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-----									
INVOICE: 639349685886									
110661	04/12/19	166853		200070	P	04/17/19	2015011 951002	OFF SPLS--OTHER SUPPLIES	-13.03
INVOICE: 898567374555									
110662	04/12/19	166854		200072	P	04/17/19	2015011 951003	OFF SPLS FURNISHINGS	329.84
INVOICE: 458379775543									
110663	04/12/19	166855		200072	P	04/17/19	2015011 951003	OFF SPLS FURNISHINGS	324.30
INVOICE: 854454573496									
VENDOR TOTALS		20,789.40	YTD INVOICED				21,695.99	YTD PAID	3,420.32
800 AMERICAN EAGLE COM									
110464	04/05/19	166658		200073	P	04/17/19	2015011 931700	LIB DATA PROC SV	420.00
INVOICE: 285784									
VENDOR TOTALS		14,865.00	YTD INVOICED				17,315.00	YTD PAID	420.00
303186 AMERICAN LIBRARY ASSOCIATION									
110664	04/12/19	166856		200074	P	04/17/19	2015011 932400	LIB MEMBER DUES	220.00
INVOICE: ADM041219									
VENDOR TOTALS		1,600.00	YTD INVOICED				1,790.00	YTD PAID	220.00
101020 BAKER AND TAYLOR BOOKS									
110350	04/02/19	166544		200075	P	04/17/19	2015015 954002	LIB RSRCS-CHILDREN BOOKS	1,381.87
INVOICE: CS040219									
110351	04/02/19	166545		200075	P	04/17/19	2015017 954010	LIB RSRCS-CD ROM	418.36
INVOICE: YA040219									
110352	04/02/19	166546		200075	P	04/17/19	2015013 951100	LIBRARY SUPPLIES	95.08
INVOICE: TS040219									
110353	04/02/19	166547		200075	P	04/17/19	2015017 954001	LIB RSRCS--ADULT BOOKS	1,485.87
INVOICE: RS040219									
110354	04/02/19	166548		200075	P	04/17/19	2015014 954001	LIB RSRCS--ADULT BOOKS	1,097.18
INVOICE: REF040219									
110419	04/05/19	166613		200075	P	04/17/19	2015013 951100	LIBRARY SUPPLIES	88.14
INVOICE: TS040519									
110420	04/05/19	166614		200075	P	04/17/19	2015017 954010	LIB RSRCS-CD ROM	143.32
INVOICE: YA040519									
110421	04/05/19	166615		200075	P	04/17/19	2015015 954002	LIB RSRCS-CHILDREN BOOKS	467.24
INVOICE: CS040519									
110422	04/05/19	166616		200075	P	04/17/19	2015017 954001	LIB RSRCS--ADULT BOOKS	701.44
INVOICE: RS040519									
110423	04/05/19	166617		200075	P	04/17/19	2015014 954001	LIB RSRCS--ADULT BOOKS	1,676.70
INVOICE: REF040519									
110651	04/12/19	166843		200075	P	04/17/19	2015014 954001	LIB RSRCS--ADULT BOOKS	357.02
INVOICE: ERF041219									
110652	04/12/19	166844		200075	P	04/17/19	2015017 954010	LIB RSRCS-CD ROM	48.49
INVOICE: YA041219									
110653	04/12/19	166845		200075	P	04/17/19	2015013 951100	LIBRARY SUPPLIES	24.41
INVOICE: TS041219									
110654	04/12/19	166846		200075	P	04/17/19	2015015 954002	LIB RSRCS-CHILDREN BOOKS	187.53
INVOICE: CS041219									

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110655	04/12/19	166847		200075	P	04/17/19	2015017 954001	LIB RSRCS--ADULT BOOKS	1,250.83
INVOICE:		RS041219							
VENDOR TOTALS		189,525.84	YTD INVOICED		195,389.14		YTD PAID		9,423.48
489 BLACKSTONE AUDIOBOOKS									
110465	04/05/19	166659		200076	P	04/17/19	2015017 954004	LIB RSRCS-RECORDING	28.00
INVOICE:		1103680							
110465	04/05/19	166659		200076	P	04/17/19	2015013 951100	LIBRARY SUPPLIES	2.95
INVOICE:		1103680							
110466	04/05/19	166660		200076	P	04/17/19	2015017 954004	LIB RSRCS-RECORDING	31.99
INVOICE:		1104724							
110466	04/05/19	166660		200076	P	04/17/19	2015013 951100	LIBRARY SUPPLIES	2.95
INVOICE:		1104724							
110467	04/05/19	166661		200076	P	04/17/19	2015017 954004	LIB RSRCS-RECORDING	223.15
INVOICE:		1106905							
110467	04/05/19	166661		200076	P	04/17/19	2015013 951100	LIBRARY SUPPLIES	20.65
INVOICE:		1106905							
110468	04/05/19	166662		200076	P	04/17/19	2015017 954004	LIB RSRCS-RECORDING	28.00
INVOICE:		1106733							
110468	04/05/19	166662		200076	P	04/17/19	2015013 951100	LIBRARY SUPPLIES	2.95
INVOICE:		1106733							
110469	04/05/19	166663		200076	P	04/17/19	2015017 954004	LIB RSRCS-RECORDING	55.99
INVOICE:		1104060							
110469	04/05/19	166663		200076	P	04/17/19	2015013 951100	LIBRARY SUPPLIES	5.90
INVOICE:		1104060							
VENDOR TOTALS		7,693.98	YTD INVOICED		7,693.98		YTD PAID		402.53
7072 BRODART CO									
110665	04/12/19	166857		200077	P	04/17/19	2015013 951100	LIBRARY SUPPLIES	14.20
INVOICE:		526336							
VENDOR TOTALS		14.20	YTD INVOICED		14.20		YTD PAID		14.20
12962 CDW GOVERNMENT INC									
110470	04/05/19	166664		200078	P	04/17/19	2015011 951002	OFF SPLS--OTHER SUPPLIES	33.88
INVOICE:		RNL8498							
VENDOR TOTALS		64,857.18	YTD INVOICED		64,857.18		YTD PAID		33.88
5403 CHASE PAYMENTECH									
110650	04/16/19	166842		12098	W	04/16/19	2015011 937800	LIB BNK SERV CHG	62.74
INVOICE:		04-16-19							
VENDOR TOTALS		37,732.59	YTD INVOICED		41,768.11		YTD PAID		62.74
5878 COMPULOCKS BRANDS INC									
110471	04/05/19	166665		200079	P	04/17/19	5535011 952000	MATERIALS	560.88
INVOICE:		SI196000513							

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VENDOR TOTALS		560.88 YTD INVOICED			560.88 YTD PAID				560.88
302023 ELIZABETH FICHTER									
110472	04/05/19	166666		200080	P	04/17/19	2015011 933800	CONFERENCES & TRAINING	53.49
INVOICE:		ADM040519							
110473	04/05/19	166667		200080	P	04/17/19	2015011 933800	CONFERENCES & TRAINING	116.74
INVOICE:		ADM0405192							
110473	04/05/19	166667		200080	P	04/17/19	2015015 938506	GNL CNTRL SVC/PROGRAM	60.00
INVOICE:		ADM0405192							
VENDOR TOTALS		230.23 YTD INVOICED			693.18 YTD PAID				230.23
3545 FINDAWAY WORLD LLC									
110474	04/05/19	166668		200081	P	04/17/19	2015015 954004	LIB RSRCS-RECORDING	274.11
INVOICE:		282410							
110666	04/12/19	166858		200081	P	04/17/19	2015017 954004	LIB RSRCS-RECORDING	63.74
INVOICE:		282845							
110667	04/12/19	166859		200081	P	04/17/19	2015017 954004	LIB RSRCS-RECORDING	685.40
INVOICE:		282843							
110668	04/12/19	166860		200081	P	04/17/19	2015015 954004	LIB RSRCS-RECORDING	50.99
INVOICE:		282839							
VENDOR TOTALS		16,002.29 YTD INVOICED			16,341.93 YTD PAID				1,074.24
7277 FIRST COMMUNICATIONS LLC									
110670	04/12/19	166862		200082	P	04/17/19	2015011 938501	GNL CNTRL SVC/TELEPHONE	461.27
INVOICE:		117554552							
VENDOR TOTALS		4,913.08 YTD INVOICED			4,913.08 YTD PAID				461.27
301264 FOX VALLEY FIRE AND SAFETY									
110475	04/05/19	166669		200083	P	04/17/19	2015012 932103	BLDG MNT CNTR-GENL MAINT	776.95
INVOICE:		IN00252617							
VENDOR TOTALS		11,519.67 YTD INVOICED			12,022.97 YTD PAID				776.95
300553 GALE GROUP									
110476	04/05/19	166670		200084	P	04/17/19	2015017 954001	LIB RSRCS--ADULT BOOKS	22.09
INVOICE:		66859720							
110477	04/05/19	166671		200084	P	04/17/19	2015017 954001	LIB RSRCS--ADULT BOOKS	197.52
INVOICE:		66835340							
110478	04/05/19	166672		200084	P	04/17/19	2015014 954010	LIB RSRCS-CD ROM	8,488.32
INVOICE:		66859985							
110479	04/05/19	166673		200084	P	04/17/19	2015014 954010	LIB RSRCS-CD ROM	8,395.80
INVOICE:		66859986							
110480	04/05/19	166674		200084	P	04/17/19	2015017 954001	LIB RSRCS--ADULT BOOKS	24.69
INVOICE:		66801914							
110481	04/05/19	166675		200084	P	04/17/19	2015017 954001	LIB RSRCS--ADULT BOOKS	29.59
INVOICE:		66792690							
110482	04/05/19	166676		200084	P	04/17/19	2015017 954001	LIB RSRCS--ADULT BOOKS	20.14

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-----										
	INVOICE: 66810206									
	110483	04/05/19	166677		200084	P	04/17/19	2015017 954001	LIB RSRCS--ADULT BOOKS	26.39
	INVOICE: 66809854									
	110671	04/12/19	166863		200084	P	04/17/19	2015017 954001	LIB RSRCS--ADULT BOOKS	147.15
	INVOICE: 66884654									
	110672	04/12/19	166864		200084	P	04/17/19	2015017 954001	LIB RSRCS--ADULT BOOKS	56.78
	INVOICE: 66894175									
	110673	04/12/19	166865		200084	P	04/17/19	2015017 954001	LIB RSRCS--ADULT BOOKS	96.79
	INVOICE: 66894680									
	VENDOR TOTALS		42,896.72	YTD INVOICED				54,833.80	YTD PAID	17,505.26
301426	INFO USA MARKETING INC									
	110485	04/05/19	166679		200085	P	04/17/19	2015014 954010	LIB RSRCS-CD ROM	9,400.00
	INVOICE: 10003506610									
	VENDOR TOTALS		9,400.00	YTD INVOICED				9,400.00	YTD PAID	9,400.00
41133	JOURNAL & TOPIC NEWSPAPERS									
	110674	04/12/19	166866		200086	P	04/17/19	2015014 954003	LIB RSRCS--PERIODICALS	33.00
	INVOICE: ADM0412192									
	110675	04/12/19	166867		200086	P	04/17/19	2015014 954003	LIB RSRCS--PERIODICALS	33.00
	INVOICE: ADN0412193									
	VENDOR TOTALS		1,020.64	YTD INVOICED				1,020.64	YTD PAID	66.00
1061	MARY MASON									
	110676	04/12/19	166868		200087	P	04/17/19	2015015 951100	LIBRARY SUPPLIES	9.59
	INVOICE: ADM0412194									
	110676	04/12/19	166868		200087	P	04/17/19	2015015 954008	LIB RSRCS-MISCELLANEOUS	79.96
	INVOICE: ADM0412194									
	VENDOR TOTALS		911.52	YTD INVOICED				911.52	YTD PAID	89.55
101892	MIDWEST TAPE									
	110488	04/05/19	166681		200088	P	04/17/19	2015017 954005	LIB RSRCS-AUDIO VISUAL	29.99
	INVOICE: 97185155									
	110489	04/05/19	166682		200088	P	04/17/19	2015017 954005	LIB RSRCS-AUDIO VISUAL	26.24
	INVOICE: 97185154									
	110490	04/05/19	166683		200089	P	04/17/19	2015017 954005	LIB RSRCS-AUDIO VISUAL	188.92
	INVOICE: 97185153									
	110491	04/05/19	166684		200089	P	04/17/19	2015017 954005	LIB RSRCS-AUDIO VISUAL	895.82
	INVOICE: 97185151									
	110492	04/05/19	166685		200088	P	04/17/19	2015017 954005	LIB RSRCS-AUDIO VISUAL	11.24
	INVOICE: 97185150									
	110493	04/05/19	166686		200089	P	04/17/19	2015015 954005	LIB RSRCS-AUDIO VISUAL	162.68
	INVOICE: 97205177									
	110493	04/05/19	166686		200089	P	04/17/19	2015013 951100	LIBRARY SUPPLIES	11.55
	INVOICE: 97205177									
	110494	04/05/19	166687		200088	P	04/17/19	2015015 954005	LIB RSRCS-AUDIO VISUAL	50.21
	INVOICE: 97180798									

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	110494	04/05/19	166687		200088	P	04/17/19	2015013 951100	LIBRARY SUPPLIES	9.90
	INVOICE:	97180798								
	110495	04/05/19	166688		200088	P	04/17/19	2015015 954005	LIB RSRCS-AUDIO VISUAL	44.96
	INVOICE:	97170886								
	110495	04/05/19	166688		200088	P	04/17/19	2015013 951100	LIBRARY SUPPLIES	6.60
	INVOICE:	97170886								
	110496	04/05/19	166689		200089	P	04/17/19	2015015 954005	LIB RSRCS-AUDIO VISUAL	69.72
	INVOICE:	97205178								
	110496	04/05/19	166689		200089	P	04/17/19	2015013 951100	LIBRARY SUPPLIES	4.95
	INVOICE:	97205178								
	110497	04/05/19	166690		200089	P	04/17/19	2015015 954005	LIB RSRCS-AUDIO VISUAL	78.72
	INVOICE:	97184671								
	110498	04/05/19	166691		200088	P	04/17/19	2015015 954005	LIB RSRCS-AUDIO VISUAL	12.74
	INVOICE:	97178408								
	110498	04/05/19	166691		200088	P	04/17/19	2015013 951100	LIBRARY SUPPLIES	1.65
	INVOICE:	97178408								
	110499	04/05/19	166692		200088	P	04/17/19	2015015 954004	LIB RSRCS-RECORDING	13.49
	INVOICE:	97184672								
	110500	04/05/19	166693		200089	P	04/17/19	2015015 954005	LIB RSRCS-AUDIO VISUAL	148.39
	INVOICE:	97143915								
	110500	04/05/19	166693		200089	P	04/17/19	2015013 951100	LIBRARY SUPPLIES	27.30
	INVOICE:	97143915								
	110501	04/05/19	166694		200088	P	04/17/19	2015015 954005	LIB RSRCS-AUDIO VISUAL	11.24
	INVOICE:	97116034								
	110501	04/05/19	166694		200088	P	04/17/19	2015013 951100	LIBRARY SUPPLIES	1.85
	INVOICE:	97116034								
	110502	04/05/19	166695		200088	P	04/17/19	2015015 954004	LIB RSRCS-RECORDING	9.74
	INVOICE:	97166705								
	110503	04/05/19	166696		200088	P	04/17/19	2015015 954005	LIB RSRCS-AUDIO VISUAL	38.97
	INVOICE:	97143495								
	110503	04/05/19	166696		200088	P	04/17/19	2015013 951100	LIBRARY SUPPLIES	4.95
	INVOICE:	97143495								
	110504	04/05/19	166697		200088	P	04/17/19	2015017 954005	LIB RSRCS-AUDIO VISUAL	37.49
	INVOICE:	97168050								
	110505	04/05/19	166698		200088	P	04/17/19	2015017 954005	LIB RSRCS-AUDIO VISUAL	63.73
	INVOICE:	97168051								
	110506	04/05/19	166699		200089	P	04/17/19	2015017 954005	LIB RSRCS-AUDIO VISUAL	225.65
	INVOICE:	97168052								
	110507	04/05/19	166700		200088	P	04/17/19	2015017 954005	LIB RSRCS-AUDIO VISUAL	34.48
	INVOICE:	97168054								
	110508	04/05/19	166701		200088	P	04/17/19	2015017 954005	LIB RSRCS-AUDIO VISUAL	44.98
	INVOICE:	97168055								
	110509	04/05/19	166702		200088	P	04/17/19	2015017 954005	LIB RSRCS-AUDIO VISUAL	44.98
	INVOICE:	97168056								
	110510	04/05/19	166703		200088	P	04/17/19	2015017 954005	LIB RSRCS-AUDIO VISUAL	43.48
	INVOICE:	97168057								
	110677	04/12/19	166869		200088	P	04/17/19	2015017 954005	LIB RSRCS-AUDIO VISUAL	44.98
	INVOICE:	97233977								
	110678	04/12/19	166870		200089	P	04/17/19	2015017 954005	LIB RSRCS-AUDIO VISUAL	71.22
	INVOICE:	97233978								
	110679	04/12/19	166871		200089	P	04/17/19	2015017 954005	LIB RSRCS-AUDIO VISUAL	106.45

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VENDOR NAME	DOCUMENT	INV DATE	VOUCHER	PO	CHECK NO	T	CHK DATE	GL ACCOUNT	GL ACCOUNT DESCRIPTION	
	INVOICE: 97233979									
	110680	04/12/19	166872		200088	P	04/17/19	2015017 954005	LIB RSRCS-AUDIO VISUAL	37.48
	INVOICE: 97233976									
	110681	04/12/19	166873		200089	P	04/17/19	2015017 954005	LIB RSRCS-AUDIO VISUAL	164.92
	INVOICE: 97233975									
	110682	04/12/19	166874		200089	P	04/17/19	2015017 954005	LIB RSRCS-AUDIO VISUAL	284.08
	INVOICE: 97233973									
	110683	04/12/19	166875		200088	P	04/17/19	2015015 954005	LIB RSRCS-AUDIO VISUAL	11.24
	INVOICE: 97216868									
	110683	04/12/19	166875		200088	P	04/17/19	2015013 951100	LIBRARY SUPPLIES	1.65
	INVOICE: 97216868									
	110684	04/12/19	166876		200088	P	04/17/19	2015015 954005	LIB RSRCS-AUDIO VISUAL	11.24
	INVOICE: 97210625									
	110684	04/12/19	166876		200088	P	04/17/19	2015013 951100	LIBRARY SUPPLIES	1.65
	INVOICE: 97210625									
	VENDOR TOTALS		68,518.19	YTD INVOICED				70,258.33	YTD PAID	3,091.52
102220	OMNIGRAPHICS INC									
	110685	04/12/19	166877		200090	P	04/17/19	2015014 954001	LIB RSRCS--ADULT BOOKS	81.85
	INVOICE: 1086239112									
	VENDOR TOTALS		1,637.00	YTD INVOICED				1,718.85	YTD PAID	81.85
924	OVERDRIVE INC									
	110511	04/05/19	166704		200091	P	04/17/19	2015017 954012	LIB RSRCS-E-BOOKS	4,000.00
	INVOICE: CD0075119047734									
	110512	04/05/19	166705		200091	P	04/17/19	602 430819	NO. SUB. DIGITAL CONSORTI	1,000.00
	INVOICE: H0057695									
	110513	04/05/19	166706		200091	P	04/17/19	602 430819	NO. SUB. DIGITAL CONSORTI	323.44
	INVOICE: 00751DAL19063165									
	110514	04/05/19	166707		200091	P	04/17/19	602 430819	NO. SUB. DIGITAL CONSORTI	2,048.58
	INVOICE: 00751COL19055867									
	110515	04/05/19	166708		200091	P	04/17/19	602 430819	NO. SUB. DIGITAL CONSORTI	1,044.30
	INVOICE: 00751DAL19056829									
	110686	04/12/19	166878		200091	P	04/17/19	602 430819	NO. SUB. DIGITAL CONSORTI	861.90
	INVOICE: 00751DAL19067631									
	110687	04/12/19	166879		200091	P	04/17/19	602 430819	NO. SUB. DIGITAL CONSORTI	2,079.41
	INVOICE: 00751COL19066610									
	VENDOR TOTALS		117,725.52	YTD INVOICED				117,725.52	YTD PAID	11,357.63
4141	PADDOCK PUBLICATIONS INC									
	110688	04/12/19	166880		200092	P	04/17/19	2015014 954003	LIB RSRCS--PERIODICALS	640.60
	INVOICE: ADM0412195									
	VENDOR TOTALS		1,291.40	YTD INVOICED				1,291.40	YTD PAID	640.60
5923	PENGUIN RANDOM HOUSE LLC									
	110517	04/05/19	166710		200093	P	04/17/19	2015017 954004	LIB RSRCS-RECORDING	33.75
	INVOICE: 1087618227									

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VENDOR NAME

DOCUMENT	INV DATE	VOUCHER	PO	CHECK NO	T	CHK DATE	GL ACCOUNT	GL ACCOUNT DESCRIPTION	
110518	04/05/19	166711		200093	P	04/17/19	2015017 954004	LIB RSRCS-RECORDING	56.25
INVOICE: 1087572984									
110519	04/05/19	166712		200093	P	04/17/19	2015017 954004	LIB RSRCS-RECORDING	11.25
INVOICE: 1087405436									
110689	04/12/19	166881		200093	P	04/17/19	2015017 954004	LIB RSRCS-RECORDING	135.00
INVOICE: 1087837378									
VENDOR TOTALS		3,120.23 YTD INVOICED				3,292.73 YTD PAID			236.25
6564 PURE HEALTH SOLUTIONS. INC									
110520	04/05/19	166713		200094	P	04/17/19	2015012 932103	BLDG MNT CNTR-GENL MAINT	63.75
INVOICE: 9315920									
VENDOR TOTALS		765.00 YTD INVOICED				765.00 YTD PAID			63.75
68595 RECORDED BOOKS INC									
110521	04/05/19	166714		200095	P	04/17/19	2015017 954004	LIB RSRCS-RECORDING	99.00
INVOICE: 76205465									
110522	04/05/19	166715		200095	P	04/17/19	2015017 954004	LIB RSRCS-RECORDING	157.20
INVOICE: 76205046									
110523	04/05/19	166716		200095	P	04/17/19	2015017 954004	LIB RSRCS-RECORDING	35.99
INVOICE: 76205410									
110524	04/05/19	166717		200095	P	04/17/19	2015014 954010	LIB RSRCS-CD ROM	7,125.42
INVOICE: 67178383									
VENDOR TOTALS		12,683.95 YTD INVOICED				12,818.95 YTD PAID			7,417.61
6880 ROBBINS SCHWARTZ									
110525	04/05/19	166718		200096	P	04/17/19	2015011 942500	GENERAL COUNSEL	536.00
INVOICE: 287247									
VENDOR TOTALS		3,570.00 YTD INVOICED				3,738.00 YTD PAID			536.00
7176 HEIDI SMITH									
110526	04/05/19	166719		200097	P	04/17/19	2015011 933800	CONFERENCES & TRAINING	723.60
INVOICE: ADM0405193									
VENDOR TOTALS		4,078.90 YTD INVOICED				4,406.70 YTD PAID			723.60
3892 SOUND INCORPORATED									
110527	04/05/19	166720		200098	P	04/17/19	2015011 938501	GNL CNTRL SVC/TELEPHONE	261.00
INVOICE: D1337897									
VENDOR TOTALS		2,191.00 YTD INVOICED				2,191.00 YTD PAID			261.00
6493 SUN AND MOON YOGA									
110528	04/05/19	166721		200099	P	04/17/19	2015017 938506	GNL CNTRL SVC/PROGRAM	175.00
INVOICE: ADM0405194									
VENDOR TOTALS		1,725.00 YTD INVOICED				1,725.00 YTD PAID			175.00

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VENDOR NAME	DOCUMENT	INV DATE	VOUCHER	PO	CHECK NO	T	CHK DATE	GL ACCOUNT	GL ACCOUNT DESCRIPTION	
303348 THE UPS STORE 1573	110529	04/05/19	166722		200100	P	04/17/19	2015011 938502	GNL CNTRL SVC/POSTAGE	23.56
	INVOICE: ADM0405195									
VENDOR TOTALS				303.57	YTD INVOICED			313.71	YTD PAID	23.56
4402 VERIFY	110690	04/12/19	166882		200101	P	04/17/19	2015011 933100	LIB RECRUIT & TESTING	54.00
	INVOICE: 1290516									
VENDOR TOTALS				2,164.65	YTD INVOICED			2,408.65	YTD PAID	54.00
2193 VERIZON WIRELESS	110691	04/12/19	166883		200102	P	04/17/19	2015011 938501	GNL CNTRL SVC/TELEPHONE	100.20
	INVOICE: 9827242423									
VENDOR TOTALS				51,361.62	YTD INVOICED			55,168.82	YTD PAID	100.20
300800 WAREHOUSE DIRECT INC	110692	04/12/19	166884		200103	P	04/17/19	2015011 951001	OFF SPLS--PHOTOCOPY	-160.17
	INVOICE: C35692970B									
	110693	04/12/19	166885		200103	P	04/17/19	2015011 951003	OFF SPLS FURNISHINGS	1,027.00
	INVOICE: 42126570									
	110694	04/12/19	166886		200103	P	04/17/19	2015017 951100	LIBRARY SUPPLIES	350.51
	INVOICE: 42526900									
VENDOR TOTALS				11,962.48	YTD INVOICED			12,407.50	YTD PAID	1,217.34
102628 WORLD BOOK SCHOOL AND LIBRARY	110530	04/05/19	166723		200104	P	04/17/19	2015015 954002	LIB RSRCS-CHILDREN BOOKS	310.40
	INVOICE: 0001592215									
VENDOR TOTALS				3,963.40	YTD INVOICED			3,963.40	YTD PAID	310.40
4803 WIDE OPEN WEST	110531	04/05/19	166724		200105	P	04/17/19	2015011 938503	GNL CNTRL SVC-INTERNET	804.99
	INVOICE: ADM0405196									
VENDOR TOTALS				58,643.98	YTD INVOICED			58,643.98	YTD PAID	804.99
REPORT TOTALS										73,551.14

	COUNT	AMOUNT
TOTAL PRINTED CHECKS	39	73,488.40
TOTAL WIRE TRANSFERS	1	62.74

\*\* END OF REPORT - Generated by Edward Tidd \*\*

**City of Park Ridge, IL  
Warrant List Fund Totals  
04/16/2019**

<b>Fund</b>	<b>Description</b>	<b>Amount</b>
201	Library Fund	\$66,532.63
201	Grant Fund	\$0.00
553	Library Technology Replacement	\$560.88
602	North Suburban Digital Consortium	\$6,457.63
201	Library Restricted Fund	\$0.00
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	<b>Report Total</b>	<b>\$73,551.14</b>

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WARRANT: L043019

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VENDOR NAME

DOCUMENT	INV DATE	VOUCHER	PO	CHECK NO	T	CHK DATE	GL ACCOUNT	GL ACCOUNT DESCRIPTION	
-----									
1119 ACE HARDWARE #152 CORP									
110900	04/22/19	167093		200109	P	04/25/19	2015012 952100	BUILDING SUPPLIES	99.04
INVOICE:		0082893							
VENDOR TOTALS			7,663.86 YTD INVOICED		7,816.21 YTD PAID			99.04	
5354 AMAZON COM CREDIT SERVICES									
110901	04/22/19	167094		200110	P	04/25/19	2015014 954001	LIB RSRCS--ADULT BOOKS	34.78
INVOICE:		797488546894							
110902	04/22/19	167095		200110	P	04/25/19	2015017 954004	LIB RSRCS-RECORDING	17.99
INVOICE:		457434649643							
110903	04/22/19	167096		200110	P	04/25/19	2015015 954002	LIB RSRCS-CHILDREN BOOKS	98.82
INVOICE:		434446774839							
110904	04/22/19	167097		200110	P	04/25/19	2015015 954002	LIB RSRCS-CHILDREN BOOKS	12.89
INVOICE:		736657873397							
110905	04/22/19	167098		200110	P	04/25/19	2015015 954010	LIB RSRCS-CD ROM	62.92
INVOICE:		456834385455							
110906	04/22/19	167099		200110	P	04/25/19	2015015 954010	LIB RSRCS-CD ROM	142.71
INVOICE:		867689589533							
VENDOR TOTALS			21,159.51 YTD INVOICED		22,066.10 YTD PAID			370.11	
101020 BAKER AND TAYLOR BOOKS									
110696	04/19/19	166888		200111	P	04/25/19	2015014 954001	LIB RSRCS--ADULT BOOKS	50.65
INVOICE:		REF041919							
110697	04/19/19	166889		200111	P	04/25/19	2015014 954001	LIB RSRCS--ADULT BOOKS	1,146.31
INVOICE:		REF04109192							
110698	04/19/19	166890		200111	P	04/25/19	2015017 954001	LIB RSRCS--ADULT BOOKS	1,480.28
INVOICE:		RS041919							
110699	04/19/19	166891		200111	P	04/25/19	2015017 954010	LIB RSRCS-CD ROM	626.07
INVOICE:		YA041919							
110700	04/19/19	166892		200111	P	04/25/19	2015015 954002	LIB RSRCS-CHILDREN BOOKS	2,915.61
INVOICE:		CS041919							
VENDOR TOTALS			195,744.76 YTD INVOICED		201,608.06 YTD PAID			6,218.92	
3596 ANGELA BERGER									
110907	04/22/19	167100		200112	P	04/25/19	2015011 933800	CONFERENCES & TRAINING	23.27
INVOICE:		ADM042219							
110908	04/22/19	167101		200112	P	04/25/19	2015011 933800	CONFERENCES & TRAINING	27.50
INVOICE:		ADM0422192							
VENDOR TOTALS			1,056.77 YTD INVOICED		1,056.77 YTD PAID			50.77	
489 BLACKSTONE AUDIOBOOKS									
110910	04/22/19	167103		200113	P	04/25/19	2015017 954004	LIB RSRCS-RECORDING	34.95
INVOICE:		1108940							
VENDOR TOTALS			7,728.93 YTD INVOICED		7,728.93 YTD PAID			34.95	

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WARRANT: L043019

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VENDOR NAME	DOCUMENT	INV DATE	VOUCHER	PO	CHECK NO	T	CHK DATE	GL ACCOUNT	GL ACCOUNT DESCRIPTION	
	110911	04/22/19	167104		200114	P	04/25/19	2015011 938501	GNL CNTRL SVC/TELEPHONE	120.45
	INVOICE: ADM0422193									
VENDOR TOTALS				2,933.82	YTD INVOICED			2,933.82	YTD PAID	120.45
3729 CASE LOTS INC										
	110912	04/22/19	167105		200115	P	04/25/19	2015012 952100	BUILDING SUPPLIES	618.00
	INVOICE: 8681									
VENDOR TOTALS				12,668.40	YTD INVOICED			13,449.65	YTD PAID	618.00
5814 CHASE										
	110913	04/22/19	167106		200116	P	04/25/19	2015011 931700	LIB DATA PROC SV	29.99
	INVOICE: ADM0422194									
	110913	04/22/19	167106		200116	P	04/25/19	2015011 936000	PUBLIC RELATIONS	226.80
	INVOICE: ADM0422194									
	110913	04/22/19	167106		200116	P	04/25/19	2015011 938504	GNL CNTRL SVC/PRINTING	13.79
	INVOICE: ADM0422194									
	110913	04/22/19	167106		200116	P	04/25/19	2015013 951100	LIBRARY SUPPLIES	335.44
	INVOICE: ADM0422194									
	110913	04/22/19	167106		200116	P	04/25/19	2015015 938506	GNL CNTRL SVC/PROGRAM	23.97
	INVOICE: ADM0422194									
	110913	04/22/19	167106		200116	P	04/25/19	2015017 938507	GNL CNTRL SVC/YA PROGRAMS	76.95
	INVOICE: ADM0422194									
VENDOR TOTALS				13,602.02	YTD INVOICED			14,081.53	YTD PAID	706.94
55134 COOPERATIVE COMPUTER										
	110914	04/22/19	167107		200117	P	04/25/19	2015016 931701	DATA PROCESSING/CLSI	6,409.51
	INVOICE: 1541									
	110914	04/22/19	167107		200117	P	04/25/19	2015013 931702	DATA PROCESSING/OCLC	967.98
	INVOICE: 1541									
VENDOR TOTALS				80,784.39	YTD INVOICED			87,977.88	YTD PAID	7,377.49
19972 DEMCO INC										
	110915	04/22/19	167108		200118	P	04/25/19	2015016 951100	LIBRARY SUPPLIES	48.81
	INVOICE: 6591528									
	110915	04/22/19	167108		200118	P	04/25/19	2015013 951100	LIBRARY SUPPLIES	28.46
	INVOICE: 6591528									
	110915	04/22/19	167108		200118	P	04/25/19	2015017 951100	LIBRARY SUPPLIES	54.17
	INVOICE: 6591528									
	110916	04/22/19	167109		200118	P	04/25/19	2015013 951100	LIBRARY SUPPLIES	468.28
	INVOICE: 6589251									
	110917	04/22/19	167110		200118	P	04/25/19	2015013 951100	LIBRARY SUPPLIES	2.89
	INVOICE: 6590746									
VENDOR TOTALS				12,575.91	YTD INVOICED			12,575.91	YTD PAID	602.61
301264 FOX VALLEY FIRE AND SAFETY										
	110918	04/22/19	167111		200119	P	04/25/19	2015012 996300	BUILDING REPAIRS	2,108.00

WARRANT: L043019

TO FISCAL 2019/12 05/01/2018 TO 04/30/2019

VENDOR NAME

DOCUMENT	INV DATE	VOUCHER	PO	CHECK NO	T	CHK DATE	GL ACCOUNT	GL ACCOUNT DESCRIPTION	
-----									
INVOICE: IN00253146									
VENDOR TOTALS		13,627.67 YTD INVOICED			14,130.97 YTD PAID			2,108.00	
125 GUMDROP BOOKS									
110919	04/22/19	167112		200120 P	04/25/19	2015015 954002	LIB RSRCs-CHILDREN BOOKS	5,819.80	
INVOICE: PINV121224									
VENDOR TOTALS		5,819.80 YTD INVOICED			5,819.80 YTD PAID			5,819.80	
4516 IHLS OCLC									
110920	04/22/19	167113		200121 P	04/25/19	602 430819	NO. SUB. DIGITAL CONSORTI	82.50	
INVOICE: 18462									
VENDOR TOTALS		2,116.90 YTD INVOICED			2,116.90 YTD PAID			82.50	
36865 ILLINOIS LIBRARY ASSOC									
110921	04/22/19	167114		200122 P	04/25/19	2015011 933800	CONFERENCES & TRAINING	2,250.00	
INVOICE: 164146									
VENDOR TOTALS		2,930.00 YTD INVOICED			2,930.00 YTD PAID			2,250.00	
1061 MARY MASON									
110924	04/22/19	167117		200123 P	04/25/19	2015011 951002	OFF SPLS--OTHER SUPPLIES	37.97	
INVOICE: ADM0422195									
VENDOR TOTALS		949.49 YTD INVOICED			949.49 YTD PAID			37.97	
101892 MIDWEST TAPE									
110925	04/22/19	167118		200124 P	04/25/19	2015017 954005	LIB RSRCs-AUDIO VISUAL	48.73	
INVOICE: 97261945									
110926	04/22/19	167119		200124 P	04/25/19	2015017 954005	LIB RSRCs-AUDIO VISUAL	96.70	
INVOICE: 97263901									
110927	04/22/19	167120		200124 P	04/25/19	2015017 954005	LIB RSRCs-AUDIO VISUAL	167.93	
INVOICE: 97263900									
110928	04/22/19	167121		200124 P	04/25/19	2015017 954005	LIB RSRCs-AUDIO VISUAL	46.48	
INVOICE: 97261949									
110929	04/22/19	167122		200124 P	04/25/19	2015017 954005	LIB RSRCs-AUDIO VISUAL	182.91	
INVOICE: 97261948									
110930	04/22/19	167123		200124 P	04/25/19	2015017 954005	LIB RSRCs-AUDIO VISUAL	94.46	
INVOICE: 97261947									
VENDOR TOTALS		69,155.40 YTD INVOICED			70,895.54 YTD PAID			637.21	
3269 TERRI MURPHY									
110784	04/19/19	166976		1402 M	04/25/19	2015111 952000	MATERIALS	300.00	
INVOICE: ADM041919									
VENDOR TOTALS		600.00 YTD INVOICED			600.00 YTD PAID			300.00	

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WARRANT: L043019

TO FISCAL 2019/12 05/01/2018 TO 04/30/2019

VENDOR NAME

DOCUMENT	INV DATE	VOUCHER	PO	CHECK NO	T	CHK DATE	GL ACCOUNT	GL ACCOUNT DESCRIPTION	
110931	04/22/19	167124		200125	P	04/25/19	2015012 955000	NATURAL GAS	1,852.88
INVOICE: ADM0422196									
VENDOR TOTALS		42,674.37 YTD INVOICED				47,578.47 YTD PAID			1,852.88
102220 OMNIGRAPHICS INC									
110932	04/22/19	167125		200126	P	04/25/19	2015014 954001	LIB RSRCS--ADULT BOOKS	81.85
INVOICE: 1086239124									
VENDOR TOTALS		1,718.85 YTD INVOICED				1,800.70 YTD PAID			81.85
1193 ORIENTAL TRADING COMPANY INC									
110933	04/22/19	167126		200127	P	04/25/19	2015015 938506	GNL CNTRL SVC/PROGRAM	55.66
INVOICE: 69565910801									
VENDOR TOTALS		410.33 YTD INVOICED				410.33 YTD PAID			55.66
924 OVERDRIVE INC									
110934	04/22/19	167127		200128	P	04/25/19	602 430819	NO. SUB. DIGITAL CONSORTII	465.48
INVOICE: 00751DA19072083									
110935	04/22/19	167128		200128	P	04/25/19	602 430819	NO. SUB. DIGITAL CONSORTII	30.00
INVOICE: 00751DA19073399									
VENDOR TOTALS		118,221.00 YTD INVOICED				118,221.00 YTD PAID			495.48
61248 PARK RIDGE PUBLIC LIBRARY									
110936	04/22/19	167129		200129	P	04/25/19	2015017 954012	LIB RSRCS-E-BOOKS	14,000.00
INVOICE: A041719									
VENDOR TOTALS		17,438.55 YTD INVOICED				17,438.55 YTD PAID			14,000.00
5923 PENGUIN RANDOM HOUSE LLC									
110937	04/22/19	167130		200130	P	04/25/19	2015017 954004	LIB RSRCS-RECORDING	97.50
INVOICE: 1087925867									
VENDOR TOTALS		3,217.73 YTD INVOICED				3,390.23 YTD PAID			97.50
68117 REBELS TROPHIES									
110938	04/22/19	167131		200131	P	04/25/19	2015011 936000	PUBLIC RELATIONS	10.00
INVOICE: 79040									
VENDOR TOTALS		163.90 YTD INVOICED				163.90 YTD PAID			10.00
68595 RECORDED BOOKS INC									
110939	04/22/19	167132		200132	P	04/25/19	2015017 954004	LIB RSRCS-RECORDING	181.20
INVOICE: 76209075									
110940	04/22/19	167133		200132	P	04/25/19	2015017 954004	LIB RSRCS-RECORDING	46.37
INVOICE: 76209228									
VENDOR TOTALS		12,911.52 YTD INVOICED				13,046.52 YTD PAID			227.57

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WARRANT: L043019

TO FISCAL 2019/12 05/01/2018 TO 04/30/2019

VENDOR NAME

DOCUMENT	INV DATE	VOUCHER	PO	CHECK NO	T	CHK DATE	GL ACCOUNT	GL ACCOUNT DESCRIPTION	
-----									
4412 SHOWCASES									
110941	04/22/19	167134		200133	P	04/25/19	2015013 951100	LIBRARY SUPPLIES	11.45
INVOICE:		300342							
VENDOR TOTALS		650.87 YTD INVOICED			650.87 YTD PAID			11.45	
102805 STATE CHEMICAL MANUFACTURING CO									
110942	04/22/19	167135		200134	P	04/25/19	2015012 952100	BUILDING SUPPLIES	673.62
INVOICE:		900967870							
VENDOR TOTALS		1,996.14 YTD INVOICED			1,996.14 YTD PAID			673.62	
5003 UNIQUE MANAGEMENT SERVICES INC									
110943	04/22/19	167136		200135	P	04/25/19	201 877000	MISCELLANEOUS	53.70
INVOICE:		550468							
VENDOR TOTALS		322.20 YTD INVOICED			322.20 YTD PAID			53.70	
300800 WAREHOUSE DIRECT INC									
110944	04/22/19	167137		200136	P	04/25/19	2015012 952100	BUILDING SUPPLIES	1,364.07
INVOICE:		42591880							
110945	04/22/19	167138		200136	P	04/25/19	2015012 952100	BUILDING SUPPLIES	160.14
INVOICE:		42591881							
VENDOR TOTALS		13,486.69 YTD INVOICED			13,931.71 YTD PAID			1,524.21	
7445 WESTERN FIRST AID & SAFETY									
110946	04/22/19	167139		200137	P	04/25/19	2015012 952100	BUILDING SUPPLIES	78.16
INVOICE:		ORD6000483							
VENDOR TOTALS		577.69 YTD INVOICED			577.69 YTD PAID			78.16	
								REPORT TOTALS	46,596.84

	COUNT	AMOUNT
TOTAL PRINTED CHECKS	29	46,296.84
TOTAL MANUAL CHECKS	1	300.00

\*\* END OF REPORT - Generated by Edward Tidd \*\*

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**City of Park Ridge, IL  
Warrant List Fund Totals  
04/30/2019**

<b>Fund</b>	<b>Description</b>	<b>Amount</b>
201	Library Fund	\$45,718.86
201	Grant Fund	\$0.00
553	Library Technology Replacement	\$0.00
602	North Suburban Digital Consortium	\$577.98
201	Library Restricted Fund	\$300.00
<hr/>		
	<b>Report Total</b>	<b>\$46,596.84</b>

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**PARK RIDGE PUBLIC LIBRARY  
PER CAPITA GRANT FUND SUMMARY - FY 2017/18 GRANT  
APRIL, 2019**

<b>Budget</b>	<b>Description</b>	<b>Fund Balance</b>
\$46,850.00	Second floor ceiling construction	\$0.00
	Staff area furniture	
\$46,850.00	<b>TOTAL</b>	<b>\$0.00</b>

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**PARK RIDGE PUBLIC LIBRARY  
LIBRARY TECHNOLOGY FUND SUMMARY - FY19  
April, 2019**

Budget	Description	Date	Expenses Vendor	Amount Paid Expenditures	Receipts Interest	Balance
\$388,055.00	Previous Balance	4/30/2018	Prior Year Ending Balance			\$420,380.66
		5/1/2018	Transfer from Library Fund		\$100,000.00	\$520,380.66
		5/31/2018	Interest		16.67	\$520,397.33
		6/16/2018	CDW	\$270.00		\$520,127.33
		6/16/2018	CVI	\$16,516.00		\$503,611.33
		6/30/2018	CVI	\$2,189.00		\$501,422.33
		6/30/2018	Dell	\$290.00		\$501,132.33
		6/30/2018	Interest		17.23	\$501,149.56
		7/31/2018	Interest		33.92	\$501,183.48
		8/31/2018	Interest		17.24	\$501,200.72
		9/16/2018	CVI	\$16,516.00		\$484,684.72
		10/16/2018	Bibliotecha	\$5,419.00		\$479,265.72
		11/30/2018	Interest		228.77	\$479,494.49
		12/16/2018	CVI	\$375.00		\$479,119.49
		12/16/2018	CVI	\$2,860.00		\$476,259.49
		12/31/2018	Interest		209.73	\$476,469.22
		1/31/2019	Bibliotecha	\$87,871.45		\$388,597.77
		1/31/2019	CVI	\$37,452.50		\$351,145.27
		1/31/2019	Apple - CS ipads	\$1,316.00		\$349,829.27
		1/31/2019	Interest		138.46	\$349,967.73
		2/28/2019	Interest		191.05	\$350,158.78
		3/1/2019	Interest		138.82	\$350,297.60
		3/16/2019	Civitas-laptops	\$18,088.00		\$332,209.60
		3/31/2019	Airport Electric=low voltage	\$19,491.41		\$312,718.19
		3/31/2019	CDW	\$2,087.15		\$310,631.04
		3/31/2019	CVI	\$194.76		\$310,436.28
		3/31/2019	CVI	\$250.00		\$310,186.28
		4/16/2019	Compulocks Brand	\$560.88		\$309,625.40
		4/30/2019	Interest		60.68	\$309,686.08
	Account Balance					
\$388,055.00	Total Capital Budget 2018/19			\$211,747.15	\$100,991.89	

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**PARK RIDGE PUBLIC LIBRARY**  
**April, 2019**

6D

**RESTRICTED/ENDOWMENT GIFT FUND**

<b>Balance 3/31/2019 - Liberty Bank</b>	<b>\$183,551.06</b>	
Receipts	\$ -	
Interest		
Expenditures	\$ -	
<b>Balance 4/30/2019</b>		<b>\$0.00</b>

<b><u>Restricted Gift Receipts:</u></b>		<b><u>Restricted Gift Expenditures:</u></b>
<b>Total</b>	<b>\$0.00</b>	<b>\$0.00</b>

<b><u>Endowment Gift Receipts:</u></b>		<b><u>Endowment Interest Expenditures:</u></b>
<b>Total</b>	<b>\$0.00</b>	<b>\$0.00</b>

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<b>SPENSLEY LARGE PRINT ENDOWMENT</b>		
Balance City of Park Ridge Investment Account	\$	-

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<b>ENDOWMENT FUND INVESTED FUNDS</b>		
Parkway Bank CD - Principal invested for 18 months. Maturity Date 9/5/2020	\$	-

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<b>RESTRICTED GIFT FUND INVESTED FUNDS</b>		
BMO Harris	\$	-

\*\*\*This information is currently unavailable. We will have the completed report to you asap.

6D

May 21, 2019

**Park Ridge Public Library  
Library Restricted Gift Fund**

**MOTION:** TO APPROVE FOR PAYMENT FROM THE PARK RIDGE PUBLIC  
LIBRARY RESTRICTED GIFT FUND

#1403 T. Murphy	\$300.00
Total	<u><u>\$300.00</u></u>

Park Ridge Public Library  
 Year To Date Budget Report  
 4/30/2019

6E

100% of Fiscal Year Completed

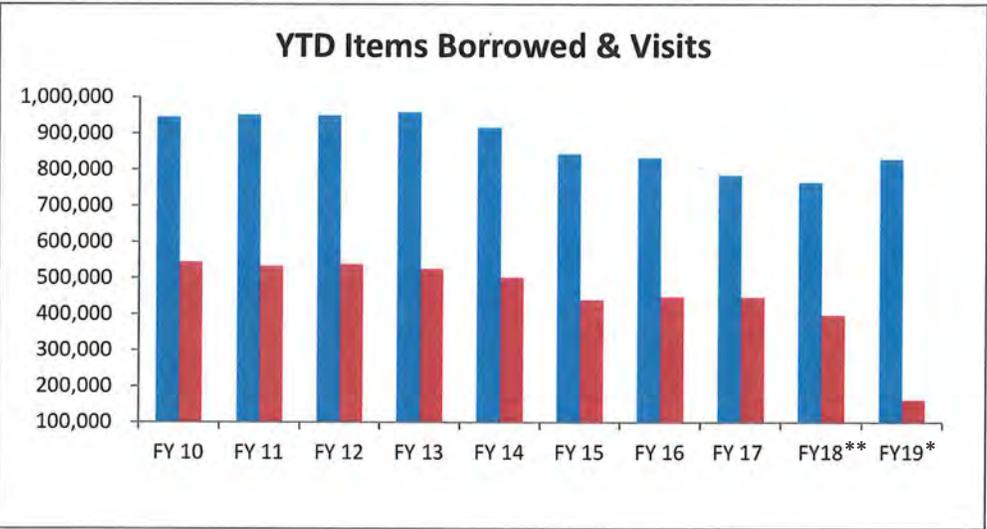
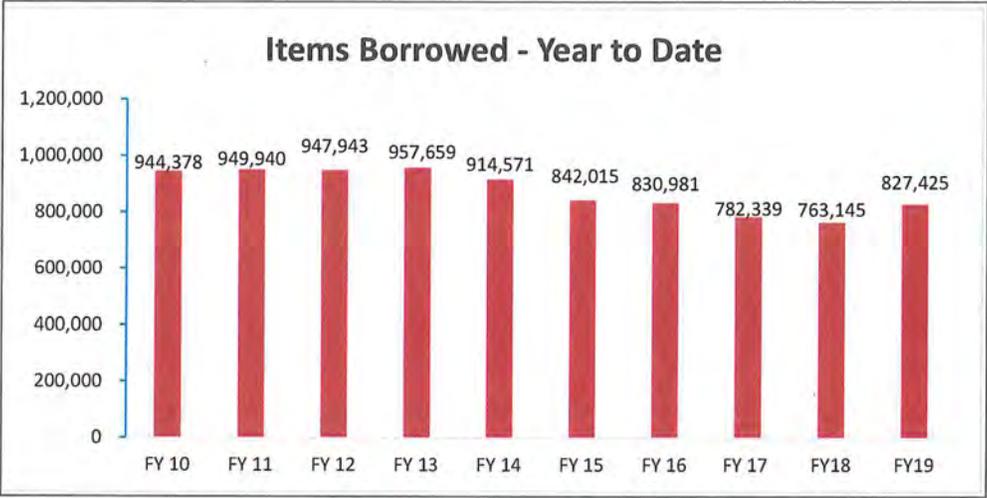
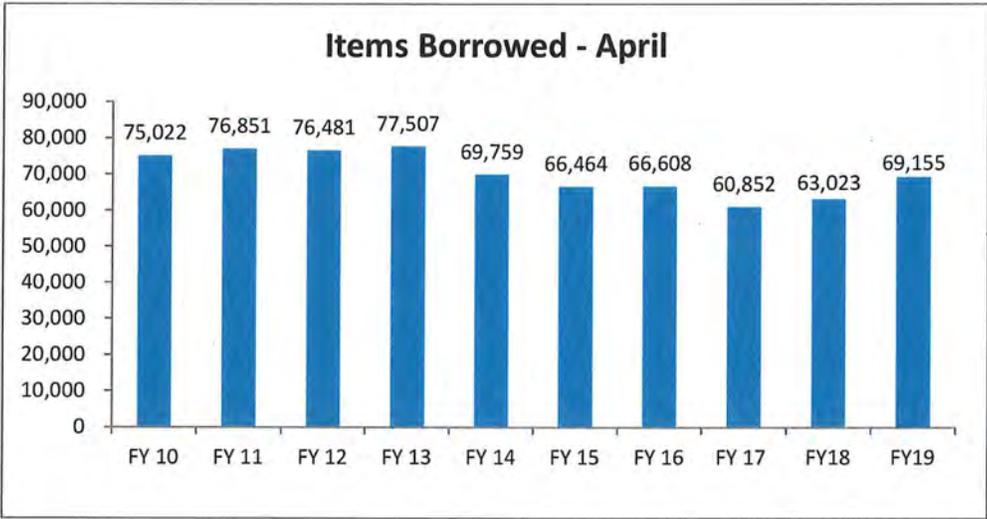
	Budget	YTD Budget	Monthly Expenditures	Year To Date Expenditures	% of YTD Budget Spent	% of Budget Spent
<b>Operating Budget</b>						
Salaries	\$ 2,436,144	\$ 2,436,144	\$ 163,070.58	\$ 2,072,916.99	85%	85%
Employee Benefits	\$ 423,200	\$ 423,200	\$ 33,349.23	\$ 400,189.00	95%	95%
Data Processing (1)	\$ 249,568	\$ 249,568	\$ 7,827.48	\$ 248,374.67	100%	100%
Building Maintenance	\$ 145,000	\$ 145,000	\$ 3,692.33	\$ 119,751.53	83%	83%
Membership Dues	\$ 5,000	\$ 5,000	\$ 220.00	\$ 3,617.00	72%	72%
Recruiting and Testing	\$ 2,500	\$ 2,500	\$ 222.00	\$ 1,320.50	53%	53%
Conferences and Training	\$ 17,000	\$ 17,000	\$ 3,194.60	\$ 15,850.69	93%	93%
Equipment Rental	\$ 14,600	\$ 14,600	\$ -	\$ 9,479.17	65%	65%
Consulting Services	\$ 35,000	\$ 35,000	\$ -	\$ -	0%	0%
Public Relations	\$ 29,000	\$ 29,000	\$ 236.80	\$ 15,124.57	52%	52%
Bank Service Charges	\$ 1,500	\$ 1,500	\$ 112.61	\$ 1,036.99	69%	69%
Insurance	\$ 10,000	\$ 10,000	\$ -	\$ 6,329.00	63%	63%
General Contractual	\$ 81,500	\$ 81,500	\$ 2,384.81	\$ 51,147.11	63%	63%
Special Counsel	\$ 30,000	\$ 30,000	\$ 536.00	\$ 6,156.10	21%	21%
Office Supplies	\$ 22,000	\$ 22,000	\$ 1,694.69	\$ 8,434.21	38%	38%
Library Supplies	\$ 49,700	\$ 49,700	\$ 1,927.58	\$ 26,034.19	52%	52%
Building Supplies	\$ 21,000	\$ 21,000	\$ 3,905.49	\$ 11,504.49	55%	55%
Library Resources	\$ 597,300	\$ 597,300	\$ 81,435.39	\$ 551,627.63	92%	92%
Heat	\$ 10,000	\$ 10,000	\$ 1,852.88	\$ 11,731.49	117%	117%
<b>Total Operating Budget</b>	<b>\$ 4,180,012</b>	<b>\$ 4,180,012</b>	<b>\$ 305,662.47</b>	<b>\$ 3,560,625.33</b>	<b>85%</b>	<b>85%</b>
<b>Capital Budget</b>						
Technology Replacement	\$ 100,000	\$ 100,000		\$ 100,000.00	100%	100%
Capital Projects	\$ 2,335,000	\$ 2,335,000	\$ 2,108.00	\$ 2,103,644.51	90%	90%
<b>Total Capital Budget</b>	<b>\$ 2,435,000</b>	<b>\$ 2,435,000</b>	<b>\$ 2,108.00</b>	<b>\$ 2,203,644.51</b>	<b>90%</b>	<b>90%</b>
<b>Total Budget</b>	<b>\$ 6,615,012</b>	<b>\$ 6,615,012</b>	<b>\$ 307,770.47</b>	<b>\$ 5,764,269.84</b>	<b>87%</b>	<b>87%</b>

(1) Quarterly payment of CVI contract (March - May)

**Park Ridge Public Library  
 Fine Revenue History  
 YTD through April**

	<b>FY 18/19</b>	<b>FY17/18</b>	<b>FY16/17</b>	<b>FY15/16</b>	<b>FY14/15</b>
<b>YTD</b>	\$ 34,606.30	\$ 68,244.29	\$68,117.33	\$75,351.00	\$83,692.60
<b>% Incr/Dec</b>	-49%	0%	-10%	-10%	-
<b>\$ Inc/Dec</b>	\$ (33,637.99)	\$126.96	\$ (7,233.67)	-\$8,341.60	\$83,692.60

(1) Automatic renewals implemented on April 17, 2018



\*\*FY18 visits do not include door counts for April 2018  
 \*FY19 items borrowed include automatic renewals.  
 \*FY19 visits do not include door counts for May 2018 through March 2019

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**Park Ridge Public Library  
LIBRARY CARD REGISTRATION - APRIL 2019**

7A

	Persons	New Residents	New Non-Residents	Purged	TOTAL	Last Year
	4/1/2019	April	April	April	4/30/2019	4/30/2018
Adult	18,708	103	0	64	18,875	18,939
Juvenile	4,945	13	0	36	4,994	4,927
<b>TOTALS</b>	<b>23,653</b>	<b>116</b>	<b>0</b>	<b>100</b>	<b>23,869</b>	<b>23,866</b>

**Total Registered Borrowers**

April 2019	23,869	63%
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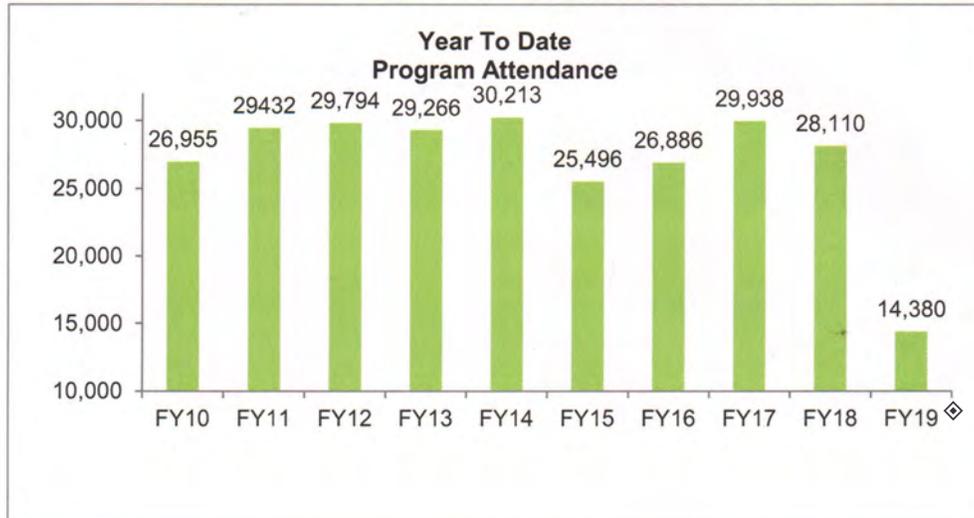
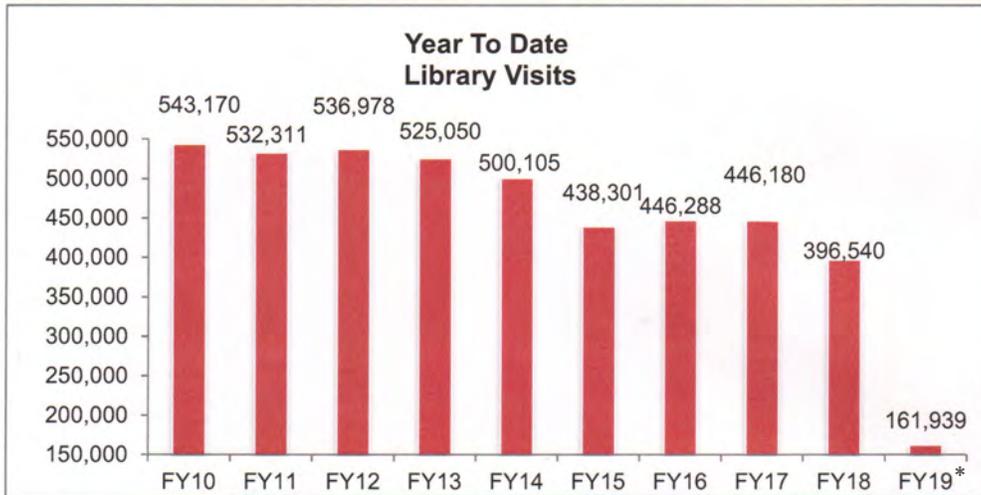
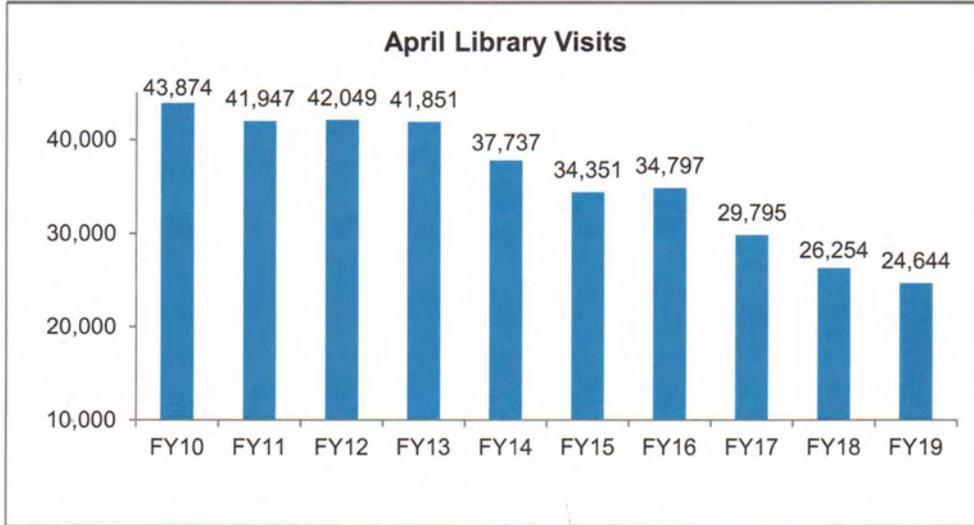
April 2018	23,866	63%
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**Unique Borrowers - Cards used to check out physical items**

Data on the number of individual library cards used to check out materials is not currently available from POLARIS.

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**Park Ridge Public Library  
April 2019**



\*FY19 visits do not include door counts for May 2018 through March 2019

◇ FY19 programs were limited due to the renovation.

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**Park Ridge Public Library**  
**Virtual Visits/Computer Use/WiFi Sessions/Business Use**  
[www.parkridgelibrary.org](http://www.parkridgelibrary.org)

7A

Virtual Visits	FY 19	FY 18	Incr/Decr	% Incr/Decr
May	17,849	20,718	(2,869)	-14%
June	18,493	20,726	(2,233)	-11%
July	17,633	21,913	(4,280)	-20%
August	17,235	22,134	(4,899)	-22%
September	15,621	19,146	(3,525)	-18%
October	17,639	19,813	(2,174)	-11%
November	16,502	20,173	(3,671)	-18%
December	15,688	17,509	(1,821)	-10%
January	19,718	21,259	(1,541)	-7%
February	17,959	18,552	(593)	-3%
March	22,021	22,476	(455)	-2%
April	18,212	20,898	(2,686)	-13%
<b>YTD Total</b>	<b>214,570</b>	<b>245,317</b>	<b>(30,747)</b>	<b>-15%</b>

Total number of visits to the Library website from outside the Library

Source: Google Analytics

Computer Use Statistics	FY19	FY 18	Incr/Decr	%Incr/Decr	FY 19 Revenue	FY 18 Revenue	\$ Inc/Decr FY19 vs FY18
May	2,479	3,024	(545)	-18%	\$212	\$255	-\$43
June	3,082	3,470	(388)	-11%	\$215	\$126	\$89
July	2,745	3,372	(627)	-19%	\$200	\$117	\$83
August ♦	1,980	3,456	(1,476)	-43%	\$93	\$121	-\$28
September ♦	1,693	2,733	(1,040)	-38%	\$133	\$182	-\$49
October ♦	1,721	2,948	(1,227)	-42%	\$118	\$185	-\$67
November ♦	1,649	3,043	(1,394)	-46%	\$131	\$162	-\$31
December ♦	1,572	2,505	(933)	-37%	\$112	\$106	\$6
January ♦	1,448	2,821	(1,373)	-49%	\$94	\$209	-\$115
February ♦	1,608	2,480	(872)	-35%	\$116	\$162	-\$46
March	2,160	3,160	(1,000)	-32%	\$146	\$266	-\$120
April	2194	2,755	(561)	-20%	\$143	\$268	-\$125
<b>YTD Total ♦</b>	<b>24,331</b>	<b>35,767</b>	<b>(11,436)</b>	<b>-99%</b>	<b>\$1,713</b>	<b>\$2,159</b>	<b>-\$446</b>

WiFi Sessions	FY19	FY 18	% Inc/Decr	Business Use Fees	Revenue 2019/20	# of Users	Revenue 2018/19	# of Users
May	4,089	4,656	-12%	March	\$ -	0	\$ 220	6
June	3,519	3,964	-11%	April			\$ 220	7
July	2,780	3,944	-30%	May			\$ 230	6
August	1,870	4,081	-54%	June			\$ 140	6
September	1,325	3,534	-63%	July			\$ -	0
October	2,188	3,857	-43%	August			\$ -	0
November	2,541	3,979	-36%	September			\$ -	0
December	1,569	4,559	-66%	October			\$ 10	1
January *		3,807		November			\$ -	0
February *		3,431		December			\$ 20	2
March*		4,060		January			\$ 15	1
April*		3,756		February			\$ 10	1
<b>YTD Total **</b>	<b>19,881</b>	<b>47,628</b>	<b>-17%</b>	<b>YTD Total</b>	<b>\$ -</b>	<b>0</b>	<b>\$ 865</b>	<b>30</b>

\*WiFi stats not available

♦FY19 programs and computers were limited due to the renovation.

\*\*FY19 Wi-Fi statistics do not include January-April 2019

All Users  
100.00% Sessions

Total Visits

**18,212**  
% of Total: 100.00% (18,212)



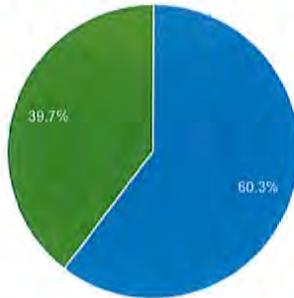
Page Views Per Visit

**1.90**  
Avg for View: 1.90 (0.00%)



Total Visits

Returning Visitor New Visitor



Avg. Visit Duration

**00:02:16**  
Avg for View: 00:02:16 (0.00%)



Pageviews by Page

Page	Pageviews
/	18,805
/databases/	2,699
/book-madness/	808
/books-movies-more/	740
/ebooks-and-downloadables/	694
/employment/	584
/kids/	355
/research-learn/	343
/storytimes/	305
/new-dvd-blu-ray/	271

Unique Visitors

**9,499**  
% of Total: 100.00% (9,499)



New Visits

**7,225**  
% of Total: 100.00% (7,225)



Visits by Browser

Browser	Sessions
Chrome	10,042
Safari	4,805
Firefox	1,188
Internet Explorer	1,006
Edge	755
Samsung Internet	163

**Park Ridge Public Library  
Outreach Statistics  
April 2019**

**Visits to Groups outside the Library**

	Groups	People Reached
April 2019	10	413
April 2018	20	616
YTD 2018/19	295	13,486
YTD 2017/18	358	17,636

**Loans of Materials**

Schools and Nursing homes	Loans	Number of Items Sent
April 2019	29	589
April 2018	33	649
Home Bound Patrons	Patrons Served	Number of Items Sent
April 2019	153	28
April 2018	22	91
Totals April 2019	182	617
Totals April 2018	55	740
YTD 2018/19	659	7,033
YTD 2017/18	546	7,067

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**PARK RIDGE PUBLIC LIBRARY  
LIBRARY DIRECTOR'S REPORT – MAY 21, 2019**

**PERSONNEL**

1. **Appointments:** The following personnel have been appointed to positions as noted below:

Robin Sindelar, Library Assistant, Children's Services, Part-Time, effective May 13

Barbara Larson, Interim Business Manager, Administration, Full-Time, effective May 3

2. **Departures:** The following personnel have left the Library as noted below:

Angela Berger, Business Manager, Administration, Full-Time, effective May 3

Michael Loiacano, Library Page, Reference Services, Part-time, effective May 2

Jennifer Lee, Library Assistant, Children's Services, Part-Time, effective April 18

3. **Changes in Status:** The following personnel have had changes to their position as noted below.

Parry Rigney, *from* Manager of Children's Services, Full-Time,  
*to* Manager of Youth Services, Full-Time, effective May 1

All Reference Services Pages, *from* Reference Services,  
*to* Patron Services Department, effective May 1

Patron Services Assistant Manager Matthew Hoffman, is also now  
the Manager of the Patron Services Pages, effective May 1

4. **Volunteers:** The following personnel have been accepted as volunteer workers in the Library as noted below:

None

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**TO:** Library Board  
**FROM:** Heidi Smith  
**DATE:** May 16, 2019  
**SUBJECT:** Library Director Monthly Report

### HOW ARE THINGS GOING?

The Patron Services team began testing our new checkout stations with patrons on Tuesday, April 16, working with over 1,000 patrons so far. Most of the comments by patrons are positive. There have been concerns from others as well. We assure patrons that we will continue to be here to assist them with their needs and that our new equipment is a tool that will help us expand our roles and find new ways to serve them best.

### OF NOTE:

- The ***Friends of the Library May Book Sale*** profit was **\$5,081.00**. The Friends work so hard organizing books for the sale. The set-up, take-down and operating times are significant, and they do all this work with such a positive approach. Thank you to our Friends for all their hard work!
- The **Friends also received \$1,338.33 from Whole Foods fundraising efforts** held January 1 through March 31 by shoppers donating their "bag" money to the Friends. What a tremendous showing of community support!
- **Staff evaluations will be delivered** before May 24 checks with increases are distributed.
- During 2019 tax season, the Reference Desk staff provided **over 3,600 state and federal forms and instruction booklets to patrons**. Total number includes distributing new 1040 form and instructions, plus miscellaneous patron requests for help in printing specialized forms from the *irs.gov* site.
- **Annual Volunteer Tea was on May 8**. Thirty-five attendees enjoyed refreshments, music, trivia, and received thanks from staff. **Adult volunteers contributed 1,483 hours in FY18/19, and Teen volunteers contributed 506 hours.**
- **Door counter is back in operation**. We had 24,644 visitors during the month of April which is a 6% decrease compared to April 2018 with 26,254 visitors and a 17% decrease from April 2017 with 29,795 visitors.
- The team was trained on patron associations in Polaris and has begun implementing our new procedure with patrons. **Patron associations are a work-around for our new checkout stations allowing patrons to pick up holds** if they were designated for another patron on their own library card.
- **Book Madness** wrapped up in April. Teen and Children's Services received a total of 2,547 votes from kids. This program is a great way to promote our collection, reading, strengthen relationships with the schools, and provide an opportunity for kids and teens to engage with the Library.
- **Patron Services completed 12 curbside delivery transactions** and delivered 37 materials in our new location behind the Library.
- Facility Manager John Priala met with representatives from Atomatic HVAC to assess the HVAC systems, BAS and recommended upgrades as well as electrical engineers from 20/10 Engineering and architect from Green Associates to **assess the facility in regard to future capital projects**.
- Library Director Heidi Smith and Interim Business Manager Barbara Larson met with City Finance Director Andrea Lamberg and Kelly Zabinski from Zabinski Consulting Services to **support the Business Manager transition**.

## PROFESSIONAL DEVELOPMENT

- Children's Services Librarian and Page Supervisor Lisa Winchell: TWILL (Tween Illinois Librarians) Networking Group meeting
- Twenty-four Library staff completed CPR/Defibrillator training with the Park Ridge Fire Department.
- Members of the management team met with representatives of the Lake Bluff Public Library to tour the PRPL renovated spaces and discuss the process of being open during renovations.
- Fifteen staff members attended the Illinois Library Association's *Reaching Forward* conference: Adult Services Librarians Zena Yeatman and Sarah Vessalo; Children's Librarians Liz Fichter and Staci Greenwald; Children's Library Assistants Alyssa Barrett, and Mary Mason; Patron Services Library Assistants Teresa Cronin, Rosanne Cirignani, Jazmin Bravo, Alison Craig, and Laura Muresan; Patron Services Manager Anastasia Rachmaciej; Technical Services Librarian Lauren Bochat; and Technical Services Library Assistants Dawn Pahlke and Christine Gross.
- Reader Services Librarian Zena Yeatman: *Reader Advisory Interest Group* meeting
- Facility Manager John Priala: *Snow Melting & Roof De-icing with PTC Heaters* on-line course
- Technical Services Manager Gretchen Kottkamp hosted the *ELSUM* [managers of electronic resources] *Networking Group* with a presentation by Sage Publications
- Children's Services Librarian/Preschool Coordinator Liz Fichter and Technical Services Manager Gretchen Kottkamp attended the City sponsored, *Lunch & Learn Seminar on Managing Stress at Work* – Dr. Scott Cabrera talked about stress management
- Liz Fichter: the *Lincoln Story League Networking Group* meeting
- Patron Services Manager Anastasia Rachmaciej: *Rails Circulation Managers Meeting*

## PROGRAMS AND SERVICES

- In April we hosted Deb Kroh, better known as "The Frog Lady"! Deb presented *The Frog Lady's Reptile and Amphibian Show*. Kids learned the difference between reptiles and amphibians, met over 20 live animals, and had the chance to get up close and personal with many of them!
- We hosted a Family Book Discussion for kids in Grades 1-3. Kids and their grown-ups read and discussed *The Mouse and the Motorcycle*, had a pizza dinner, and made a simple mouse bookmark craft. Children's Library Assistant Mary Mason facilitated this program.
- Drop-in STEAM programming continues. We host drop-in, self-directed STEAM programming for the following age groups: ages 2 to 6 and ages 6 to 12. We also host the monthly *Family Mobile Makerspace Program* for all ages on a Saturday morning.
- With the support of the Sitkiewicz family and "Marion's Mark", *Read to the Dogs* continued to be offered during the school year! Kids in grades 2 through 6 sign up for a 15 minute session to read to a dog.
- Planned and presented by new Teen Services Library Assistant Madeline McGuire, we continued our NEW monthly program for teens: *Teen Craft Club*.
- April volunteer opportunities for teens included making *Project Linus Blankets for Children*, as well as *Operation Gratitude*, in which teens wrote cards to say "thank you" to troops, veterans, new recruits, wounded heroes, and first responders for their service to our country.
- Many other programs for kids and teens were held; including *Little Einsteins*, a science program geared to toddlers; *Thrilling Thursdays*, a program exploring topics of interest to kids in grades K-3 through media and activities (in May we offered *Optical Illusions!*); informal book groups for middle schoolers, high schoolers, and kids in grades 4-6; an after-hours *Murder Mystery Party* for kids in grades 4-6; an after-hours *Murder Mystery Party* for teens; *Lego Club*; a Teen movie showing; *Crafternoon* for kids of all ages; and *Harmonious Horizons Early Childhood Music Classes*.
- Adult programs included *Feature Film: Bohemian Rhapsody*, *Menu Planning Featuring Instant Pot Meals*, *Living with Low Vision*, *Friday Morning Coffee Club: Custer's Last Stand*, *Concert: The American Folk Song* and two *Money Smart Week* programs: *Morningstar Investment Research Center* and *Social Security Planning*.
- Homebound service is booming! We have new patrons using the service and a few new volunteers to help accommodate the increase. Our numbers this month were 153 items provided in 28 deliveries.
- Our Book Club Service provided 456 books for 49 book clubs.

- *Annual Low Vision Fair*: Multi-library collaborative effort that features assistive technology vendors, agencies and organizations offering resources for the vision impaired. Lions Club Low Vision Screening Bus was there to provide 22 screenings for macular degeneration and diabetic retinopathy.
- New Spanish Language collection added to the shelving section near Biographies.

## COMMUNITY OUTREACH

- Children’s Services Staff filled 23 standing monthly Preschool Loans to local preschool and daycare classrooms. Children’s Librarian/Preschool Services Coordinator Liz Fichter coordinates this service.
- Liz also represented the Library at the first *Park Ridge Park District Preschool Fair Expo*. Liz was able to promote Library services, including the *Growing Book by Book* reading program and the upcoming Summer Reading Clubs and general programming.
- Liz also visited Maine South Preschool on April 24 to promote the Summer Reading Clubs!
- School Services Coordinator/Assistant Children’s Services Manager Staci Greenwald hosted a homeschool group onsite for a Library tour on April 1.
- Children’s Services Librarian Lisa Winchell represented the Library at the Park Ridge Park District’s annual Wildwood Earth Day event on Saturday, April 27. Ms. Winchell was able to promote services, including the upcoming Summer Reading Club and general programming.
- Staci also presented monthly *Storytime* at Jefferson Preschool.
- Staci also worked to create a promotional Summer Reading Club video to present at school visits.
- Teen Services Librarian Claire Griebler facilitated monthly Mary, Seat of Wisdom 6<sup>th</sup> and 7<sup>th</sup> grade Book Clubs, and monthly *Lincoln Literary Lions* book club.
- Liz, Staci and Claire also all scheduled their respective school visits for preschool, elementary, and middle schools in May.
- Adult Services Manager Laura Scott gave book talks on summer reads for two community groups.
- Children’s Library Assistant Jennifer Lee hosted a local Scout troop at the Library on April 15. We offered a STEAM program for the Troop, highlighting some of the Library’s STEAM offerings.
- Marketing Coordinator Jennifer Healy continues to schedule “Our Hometown” conversations with local groups and creating opportunities out in the community. More to come!
- Library Director Heidi Smith and several Library Trustees attended the City of Park Ridge’s April 17 Volunteer Appreciation Event and had the opportunity to mingle with City Commission and Council members.
- Heidi and Jennifer attended Park Ridge Morning Kiwanis, and the St. Luke’s Men’s Group Breakfast to hold “Our Hometown” conversations. We learned a lot!



Saturday Family Storytime and Craft. Families with kids of all ages enjoy a dynamic storytime with read alouds, songs, storytelling, and instrument play! Afterwards kids get to make a craft (often with some help)!



Patrons participate in our regular ***Read to the Dogs*** program! Dogs are non-judgmental listeners and put kids at ease so that they can practice and enjoy reading out loud. This program is made possible by a donation from the Sitkiewicz family and Marion's Mark.



In April we hosted Deb Kroh, better known as “The Frog Lady”. Deb presented *The Frog Lady's Reptile and Amphibian Show*. Kids learned the difference between reptiles and amphibians, met over 20 live animals, and had the chance to get up close and personal with many of them!

**MINUTES  
OF THE REGULAR MEETING OF THE LIBRARY BOARD  
PLANNING AND OPERATIONS COMMITTEE OF THE WHOLE  
HELD MAY 14, 2019 AT 7:27 P.M. IN THE SECOND FLOOR MEETING ROOM OF  
CITY HALL, 505 BUTLER PLACE, PARK RIDGE, IL**

**ROLL CALL:**

**TRUSTEES PRESENT:** Joshua Kiem, Chair; Karen Burkum, Stevan Dobrilovic, Lauren Rapisand, Michael Reardon

**TRUSTEES ABSENT:** Joseph Egan, Charlene Foss-Eggemann, Gareth Kennedy (*departed at 7:29 p.m.*), Patrick Lamb

**OTHERS PRESENT:** Heidi Smith, Library Director; Jodi Bemis Whitney, Barbara Larson, Library Staff; Alderman Melidosian, Library Liaison; Ms. Alex Hanba, Park Ridge resident

**Approval of Remote Attendance**

Motion approved during Communications & Development Committee allowing Mr. Kennedy's attendance via remote means.

**Approval of Minutes**

Trustee Rapisand made a

**MOTION:** to approve the minutes for the Planning & Operations Committee meeting held March 12, 2019

Trustee Burkum SECONDED the motion.

Voice vote.

MOTION PASSED UNANIMOUSLY

**Opening/Releasing Closed Session Minutes**

The Committee briefly reviewed the issue of the closed session minutes. The subject will be discussed at the Board meeting and brought to a vote at that time.

**Policy Manual Review Update**

Director Smith explained that she had reviewed the suggested edits to the procedure manual provided by four trustees and inquired if the Committee would be amenable to reviewing revised policies a few at a time (2 to 4 a month) and voting each month on them, as opposed to reviewing all proposed policies at the same time. The Committee agreed with that process. Director Smith distributed policies IA4, *Naming Policy*; IA5, *Buy A Brick Policy*; IC3, *Display Cases/Exhibits*; and IC10, *Printing Services* for the trustees to review.

There was discussion regarding a patron having to sign an affidavit to allow another patron (i.e., their spouse, child, etc.) to retrieve materials on "hold" for them at the Library. Director Smith explained that this is necessary to automate this practice for the RFID equipment. It was noted that this action is not in the policy manual and it was suggested that a policy be drafted for this.

*Secretary Kennedy left the meeting at 7:29 p.m.*

### **Non-Resident Fee card**

Director Smith reported that she is awaiting communication from the Library Attorney regarding reciprocal borrower legislation, specifically in regard to is it allowable by law to charge a non-resident-Library-card-fee. There was discussion regarding reciprocal borrowing with Chicago.

Director Smith shared the results of the table study conducted to determine availability of table space in the Library. She suggested that the Committee postpone discussion regarding Business Organizations in the Library until September when another table study can be conducted when school is back in session. The Committee agreed, and suggested a scaled-down table study be conducted over the summer.

Trustee Kiem made a

**MOTION:** to approve a *Non-Resident Library Card Fee* of \$425.<sup>00</sup> effective July 1, 2019.

Trustee Burkum SECONDED the motion.

Voice vote. MOTION PASSED UNANIMOUSLY

Trustee Kiem made a

**MOTION:** to revised *Policy ID2, Loans of Books and Other Materials* to include the Non-Resident Library Card Fee of \$425.<sup>00</sup>, effective July 1, 2019.

Trustee Burkum SECONDED the motion.

Voice vote. MOTION PASSED UNANIMOUSLY

### **Review Pending Initiatives List**

The Committee reviewed the Pending Initiatives list.

### **Review Annual Board Calendar**

The Committee reviewed the tasks for May, which are all being addressed.

### **Other**

Director Smith reminded the Committee she would be unavailable for the June Committee meetings.

Alderman Melidosian gave an update of the IGA (Intergovernmental Agreement), stating he and Alderman Mazzuca are still finishing up the draft Council Policy Statement (CPS) and anticipate the two Aldermen presenting it to the Board soon to review prior to when it goes to the City Council for approval.

**Adjournment:** 8:17 p.m.

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Joshua Kiem, Chair



# Memorandum

**Memo Date:** May 16, 2019  
**From:** Heidi Smith  
**Meeting Type:** Library Board of Trustees  
**Meeting Date:** May 21, 2019  
**Action Requested:**  For approval  
**Subject:** Non-resident Library Card Fee and Revision to Policy ID2 – *UPDATED*

**Background:**

The Library sells library cards to non-residents that live in areas not taxed for public library service according to the laws of the State of Illinois. Cards sold to non-residents provide all of the privileges of a resident library card and may be used at other libraries within the RAILS library system. The fee is determined using a mathematical formula provided by the State to calculate a fee equivalent to the average local tax support.

The State requires the Library Board of Trustees to annually review the fee for a Non-Resident Library Card and authorize selling library cards to non-residents.

Based on the Library’s FY19 tax receipts, I recommend the Non-Resident Library Card Fee be set at \$425.<sup>00</sup>, effective July 1, 2019.

	<u>2019</u>
Property Taxes – FY19 ( <i>current and prior</i> )	\$6,007,892.00
2010 Census – Population	37,480
Total Tax Revenue per person	\$160.30
2010 Census – Average household size	2.65
<b>Non-resident fee</b>	<b>\$424.78</b>

UPDATE: One additional suggested policy revision was added from Trustee Rapisand on the 3<sup>rd</sup> page, point #4: “The due date slip received at time of checkout serves as first notice to the patron.”

**Budget Implications:**

Action requires expenditure of Funds:  No

**Recommended Motions:**

1. Approve a *Non-Resident Library Card Fee* of \$425.<sup>00</sup> effective July 1, 2019
2. Approve revised *Policy ID2, “Loans of Books and Other Materials”* to include the Non-Resident Library Card Fee of \$425.<sup>00</sup>, effective July 1, 2019

**Attachment:**

- *Policy ID2 – Loans of Books and Other Materials: Circulating Materials/Schedule of Fees*

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**CIRCULATING MATERIALS/SCHEDULE OF FEES**

**POLICY:**

Library books and other materials, except certain reference and historical materials, shall be available for circulation, for specified periods of time to all patrons holding valid RAILS library cards and who are not delinquent. Items restricted to Park Ridge library card holders only are noted in the rules.

In order to encourage compliance with Library borrowing rules, and to reimburse the Library for the cost of replacing or repairing lost or damaged Library materials, fees and charges shall be imposed in accordance with the schedule set forth in the rules.

**RULES:**

1. Restrictions, Loan Periods, Renew/Reserve Status, and Fees

Annual non-resident borrower's card	<del>\$330.00</del> <b>\$425.00</b>					
All other borrower's cards; no charge for initial card; replacement of lost cards	\$1.00					
Lost item barcode label	\$2.00					
Collection fee for accounts sent to collection agency	\$10.00					
<b>Materials</b>	<b>Restrictions*</b>	<b>Loan Period</b>	<b>Renewable</b>	<b>Reserve</b>	<b>Overdue fees/day</b>	<b>Maximum fees Overdue</b>

( ★ rest of text/charts/pages of text having no revisions or additions were omitted for the purpose of saving paper – nothing )  
 ( changed therein. This policy is available in its entirety in the [May, 2019 Committee Packet](#) and [on the Library website.](#) )

4. The date due slip **placed in each item received at time of check out** serves as first notice to the patron.

As a courtesy, patrons that have signed up for email notification will receive a reminder three days before their library materials are due.

Late notices and bills are sent at regular intervals for all overdue items:

Late Notices:

- 1<sup>st</sup> Overdue Notice: 3 days overdue
- 2<sup>nd</sup> Overdue Notice: 15 days overdue
- 3<sup>rd</sup> Overdue Notice: 28 days overdue

Bill Notice:

Materials 45 days or more overdue will automatically be billed and the patron will be notified.

( ★ rest of text/charts/pages of text having no revisions or additions were omitted for the purpose of saving paper – nothing )  
 ( changed therein. This policy is available in its entirety in the [May, 2019 Committee Packet](#) and [on the Library website.](#) )

**Revised \_\_\_\_\_, 2019**

- Revised May 30, 2018
- Revised March 20, 2018
- Revised July 18, 2017
- Revised January 17, 2017
- Revised July 21, 2015
- Approved March 13, 1979

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**MINUTES  
OF THE REGULAR MEETING OF THE LIBRARY BOARD  
COMMUNICATIONS & DEVELOPMENT COMMITTEE OF THE WHOLE  
HELD MAY 14, 2019 AT 7:05 P.M. IN THE SECOND FLOOR MEETING ROOM OF  
CITY HALL, 505 BUTLER PLACE, PARK RIDGE, IL**

**ROLL CALL:**

**TRUSTEES PRESENT:** Karen Burkum, Co-Chair; Lauren Rapisand, Co-Chair; Stevan Dobrilovic, Gareth Kennedy (*via phone*), Joshua Kiem, Michael Reardon

**TRUSTEES ABSENT:** Joseph Egan, Charlene Foss-Eggemann, Patrick Lamb

**OTHERS PRESENT:** Heidi Smith, Library Director; Jodi Bemis Whitney, Barbara Larson, Library Staff; Alderman Melidosian, Library Liaison (*7:13 p.m.*); Ms. Alex Hanba, Park Ridge resident

**Approval of Remote Attendance**

Mr. Kennedy will be attending remotely due to being out of town on business. A motion is needed to formally approve his attendance via electronic means. There being no objections to Mr. Kennedy attending remotely,

Trustee Rapisand made a

**MOTION:** to approve the attendance of Secretary Kennedy via electronic means

Trustee Kiem SECONDED the motion.

Voice vote.

MOTION PASSED UNANIMOUSLY

**Comments from the General Public on Non-Agenda Items**

There were no comments.

**Approval of Minutes**

President Reardon made a

**MOTION:** to approve the minutes of the March 12, 2019 Communications & Development Committee meeting

Trustee Kiem SECONDED the motion.

Voice vote

MOTION PASSED UNANIMOUSLY

**Engagement/Conversation Initiative Update**

Director Smith gave an update to the Committee regarding the two presentations/meetings held with community groups. Trustee Rapisand explained that these community group presentations are part of the "Our Hometown" initiative wherein the Library is engaging members of the community – both Library users and non-users – to learn about their interests,

concerns and goals. Library staff intends to utilize the information gathered develop the Library's new Strategic Plan.

Director Smith explained that the Library's Marketing Coordinator, Ms. Healy, is contacting community members to explain the process and what to expect and scheduling engagement sessions, developing invitations, creating the online survey used in the sessions, and soliciting more staff member involvement in the initiative. Director Smith reviewed the responses given by the people she and Ms. Healey met/ spoke with. The Committee discussed the difference between what information the Board is seeking and what the people being addressed think the information is that is wanted.

Director Smith was asked to provide the Committee with a copy of the survey to review (she stated it is currently still in draft form), access to the website, and to ask the groups to see which ones would be comfortable with one or two Library Board Trustees being present.

### **Donor Recognition Update**

Director Smith reported that she is moving forward with the recommendations from last month's Committee meeting regarding donor recognition. She stated she has been researching potential use of Gift Funds for some items and Operating Funds for other items. The Trustees stated that Building & Grounds should be the Committee to discuss and vote on these purchases.

Director Smith reported on the purchase of computer tables, and that she hopes to have a firm quote for the Board to vote on at the regular May Board meeting next week. This subject was discussed further during Building & Grounds.

**Other** Director Smith reported that the new meeting room chairs arrived and are in use. Trustee Kiem and Trustee Burkum stated they had seen them while attending a Library program and they are nice looking and very lightweight and comfortable.

**Adjournment:** 7:27 p.m.

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Karen Burkum or Lauren Rapisand, Co-Chair

**MINUTES  
OF THE REGULAR MEETING OF THE LIBRARY BOARD  
BUILDING & GROUNDS COMMITTEE OF THE WHOLE  
HELD MAY 14, 2019 AT 8:17 P.M. IN THE SECOND FLOOR MEETING ROOM OF  
CITY HALL, 505 BUTLER PLACE, PARK RIDGE, IL**

**ROLL CALL:**

**TRUSTEES PRESENT:** Lauren Rapisand, Chair Pro-tem; Karen Burkum, Stevan Dobrilovic, Joshua Kiem, Michael Reardon

**TRUSTEES ABSENT:** Joseph Egan, Charlene Foss-Eggemann, Gareth Kennedy, Patrick Lamb

**OTHERS PRESENT:** Heidi Smith, Library Director; Jodi Bemis Whitney, Barbara Larson, Library Staff; Alderman Melidosian, Library Liaison (7:13 p.m.); Ms. Alex Hanba (departed at 8:20 p.m.), Park Ridge resident

**Approval of Remote Attendance**

Motion approved during Communications & Development Committee allowing Mr. Kennedy's attendance via remote means.

**Approval of Minutes**

Trustee Rapisand made a

**MOTION:** to approve the minutes of the March 12, 2019 Building and Grounds Committee meeting

Trustee Burkum SECONDED the motion.

Voice vote.

MOTION PASSED UNANIMOUSLY

**Capital Projects Update**

Director Smith gave an update regarding the Capital Project. She explained that the punch list was not completed by April 30. After discussions with the Library Attorney and Studio GC Architecture, CSI (*Construction Solutions of Illinois, Inc.*) has been on site all week making good progress working on the punch list. Director Smith reported that CSI hasn't responded regarding outstanding change orders and credits.

The Library is still awaiting delivery of the double fire doors and they should arrive by the end of May. She stated she plans to have a final report at the July COW (Committee of the Whole).

Director Smith informed the Committee that she and Ms. Rachmaciej are meeting with Bibliotheca/3M tomorrow regarding the checkout stations and equipment.

President Reardon made a

**MOTION:** to approve the purchase of catalog computer tables from LFI (*Library Furniture International*), 1945 Techny Rd #10, Northbrook, IL at a price a price not to exceed \$10,000.<sup>00</sup>

Trustee Kiem SECONDED the motion.

Voice vote.

MOTION PASSED UNANIMOUSLY

**Other** Director Smith reported that the Library's Architect of Record is Green Associates, and explained that the Attorney is reviewing an updated contract with Green Associates. The Library has a prior relationship with Green and therefore, per the Attorney, the Library can have Green address the ice melt system for the room. The trustees asked that Director Smith confirm that any business with Green Associates be in adherence to the Library's purchasing policy.

**Adjournment:** 8:41 p.m.

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Lauren Rapisand, Chair Pro-tem

DRAFT

NO  
May 2019

Budget & Finance  
Personnel  
Resources  
Committee Meetings

(No action items.)